

AGENDA



**REGULAR SESSION
MAYOR AND COUNCIL
TOWN OF CAMP VERDE
COUNCIL CHAMBERS
473 S. Main Street, Room #106
WEDNESDAY, FEBRUARY 6, 2008
at 6:30 P.M.**

1. **Call to Order**

As a reminder, if you are carrying a cell phone, pager, computer, two-way radio, or other sound device, we ask that you turn it off at this time.

2. **Roll Call**

3. **Pledge of Allegiance** – *(Please remove your hat.)*

4. **Consent Agenda** – All those items listed below may be enacted upon by one motion and approved as consent agenda items. Any item may be removed from the Consent Agenda and considered as a separate item if a member of Council requests.

a) **Approval of the Minutes:**

- 1) January 30, 2008 – Special Session
- 2) January 16, 2008 – Regular Session
- 3) January 16, 2008 – Special Session
- 4) January 10, 2008 – Executive Sessions (2)
- 5) January 10, 2008 – Work Session
- 6) January 9, 2008 – Work Session

b) **Set Next Meeting, Date and Time:**

- 1) Joint Work Session with Sanitary District – February 7, 2008 at 5:00 p.m.
- 2) Special Session with Lance Decker – February 12, 2008 at 4:00 p.m.
- 3) Joint Work Session with Parks & Recreation – February 13, 2008 at 6:30 p.m.
- 4) Regular Session – February 20, 2008 at 6:30 p.m.
- 5) Council Hears Planning & Zoning – February 27, 2008 at 6:30 p.m.

c) **Possible approval of an Intergovernmental Agreement with the Arizona Department of Revenue for the purpose of enforcement and collection of Privilege and Use taxes for the Town of Camp Verde.** Staff Resource: Michael Scannell

5. **Call to the Public for Items not on the Agenda.**

6. **Council Informational Reports** Individual members of the Council may provide brief summaries of current events and activities. These summaries are strictly for informing the public of such events and activities. The Council will have no discussion, consideration, or take action on any such item, except that an individual Council member may request that the item be placed on a future agenda.

- **Councilor Garrison's Liaison Report regarding Camp Verde Sanitary District (District) meetings and possible discussion and/or determination of requests for placement on the District's standard agenda item for Council Updates/Reports.**

Note: Requests may be identified, but no discussion of the item will occur at this time.

7. **Discussion, consideration and possible appointment of a Council member to fill former Council member Parry's term that expires in June 2011. The candidates for the position are Jackie Baker, Suzy Burnside, Harry Duke, Dave Freeman, Charles German, Jerry Tobish, and Robin Whatley.**

8. **Discussion, consideration, and possible appointment to the Library Advisory Commission to fill the vacant term that expires in September 2009. The candidate for the position is Timothy E. Sykes.** Staff Resource: Debbie Barber

9. **Presentation and discussion of the Steve Coury Dealership Sales Tax Incentive Report as required by ARS §9-500.11G.** Staff Resource: Lisa Elliott
10. **Discussion, consideration, and possible direction to staff concerning existing and proposed water conservation measures to include a review of the practices of surrounding communities.** Staff Resource: Michael Scannell
11. **Discussion, consideration, and possible direction to staff to proceed with the RFP process to purchase permitting software and equipment necessary to implement the new program.** Staff Resource: Nancy Buckel
12. **Discussion, consideration, and possible prioritization of needs for the 2009 Federal Fiscal Year and direction to staff concerning the submission of a list to Congressman Renzi. Previous interests include 1) Small Business, 2) USDA Rural Development, and 3) Homeland Security.** Staff Resource: Michael Scannell
13. **Discussion, consideration, and possible approval of the proposed Non-Profit Funding Program Policies and Procedures, followed by possible direction to staff concerning Council's desires with regard to funding requests.** Staff Resource: Michael Scannell

Mayor Gioia requested item #14:

14. **Discussion, consideration, and possible appointment of three (3) Council members to serve on the Interview Committee for the Magistrate position.**
15. **Discussion, consideration, and possible direction to staff and/or discussion or consultation with the Town Attorney for legal advice concerning the Intergovernmental Agreement between the Town and the Camp Verde Sanitary District.** Note: Council may vote to go into Executive Session pursuant to ARS §38-431.03(A)(3) for discussion or consultation with the attorney for legal advice and §38-431.03(A)(4) for discussion or consultation with the attorney in order to consider Council's position regarding contracts that are the subject of negotiation. Staff Resource: Bill Sims
16. **Call to the Public for Items not on the Agenda.**

There will be no Public Input on the following items:

17. **Advanced Approvals of Town Expenditures**
 - a) **There are no advanced approvals.**
18. **Manager/Staff Report**
 - a) **Analysis of the Smart Growth Scorecard encouraged by the Arizona Department of Commerce to qualify for discretionary funding.** Staff Resource: Nancy Buckel
19. **Adjournment**

Posted by:

J. Jones

Date/Time:

2-1-08

9:45 a.m.

Note: Pursuant to A.R.S. §38-431.03.A.2 and A.3, the Council may vote to go into Executive Session for purposes of consultation for legal advice with the Town Attorney on any matter listed on the Agenda, or discussion of records exempt by law from public inspection associated with an agenda item.

The Town of Camp Verde Council Chambers is accessible to the handicapped. Those with special accessibility or accommodation needs, such as large typeface print, may request these at the Office of the Town Clerk.

**MINUTES
SPECIAL SESSION
MAYOR and COMMON COUNCIL
of the
TOWN OF CAMP VERDE
COUNCIL CHAMBERS
473 S. Main Street #106
Wednesday, January 30, 2008
6:30 p.m.**

1. Call to Order

Mayor Gioia called the meeting to order at 6:00 p.m.

2. Roll Call

Mayor Gioia, Vice Mayor Hauser, Councilors Elmer, Garrison, Kovacovich, and Smith

Also Present:

Town Manager Michael Scannell, Town Clerk Deborah Barber, Deputy Clerk Virginia Jones and Town Accountant Lisa Elliot were present.

3. Update on the Town's Fiscal Year 07/08 Financial Status followed by discussion, consideration, and possible direction to the Manager to implement corrective actions related to the expenses and revenues that will accrue by June 30, 2008. Staff

resource: Michael Scannell

Mayor Gioia commented that many questions that Council has been asking for quite some time are being answered and compared this activity to Camp Verde moving into a 'renaissance' era.

Scannell gave an overview of the report he prepared for Council explaining the \$1,800,000.00 shortfall in the budget. The memo is attached and becomes a permanent part of this record. Scannell explained the difference between a deficit and a shortfall, and assured Council that the problem is fixable. Scannell explained the reasons for the shortfall that included inflated projections of General Purpose Sales Tax Revenue and the downturn in the economy, which included lackluster housing starts and construction. He also explained there is no appropriation of funds included in the budget for the payment on the new Marshal's Facility or the pledge of funds to KOCH Financial for the Sanitary District. He advised that the Parks & Recreation Department is projected to lose \$110,000 on Special events promoting the Town. He pointed out that with the \$130,000 that is given to the Chamber of Commerce; the Town spends \$275,000 to promote Camp Verde. He advised the Court has a shortfall of approximately \$55,000 and the Finance Department will be short \$40,000.

Scannell stated mitigating the shortfall will be a challenge and reviewed suggestions included in the report. He advised the Department Head team spent the few couple of weeks assessing their respective funding needs and reducing departmental expenditures, which yielded approximately \$300,000 to the General Fund.

Public Input:

Steve Ayres asked about the development of the park. Scannell explained that the Town has been attempting to acquire the 118 acre Forest Service site that was up for auction. He said that the bids were to close today at 3:00 p.m. and at 2:45 p.m., there were no bids offered. He explained that the Town did not offer a bid, hoping that this would force the GSA to reconsider the \$20,000 per acre price.

Robin Whatley thanked the Council for spending the extra dollars to fund the outside audit. Whatley thanked Mr. Scannell for the five-page report that tells the citizens about our financial situation and how it can be fixed.

Hank Hoover stated Scannell looked like he is going to stop a runaway horse before we have a property tax. He stated he does not want to have a property tax.

There was no other public input.

Council thanked Scannell and the entire staff for their work and agreed that the Town needs to move forward. Garrison noted her trust level in 'audits' was zero because she had been assured that all the checks and balances were in place, and that was not the case. Garrison questioned how the Town got to this position.

Council agreed to meet with the Parks & Recreation Commission as soon as possible to determine what direction they should go with regard to special events. Scannell reminded Council that they had difficult decisions ahead and it would not be a walk in the park. He noted some feathers would be ruffled and needed total Council support. He noted it would be a challenge, but if they were up to it, and staff, the Town would be able to move forward. He asked for a vote of confidence and everyone in the room, including Council members, raised their hand. Scannell explained staff is working on a new template for a budget that would be easier to understand where the revenues and expenditures for each department would be coming from.

4. **Discussion, consideration, and possible authorization for the Manager to sign an engagement letter contracting Heinfeld, Meech & Co., P.C. Certified Public Accountants, specifically Cherie Roberts, to provide financial management advisory services as needed between February 1, 2008 and June 30, 2008 in an amount not to exceed \$25,000. This action is in lieu of hiring a Finance Director at this point.** This is a budgeted item in the General Fund. Staff Resource: Michael Scannell

On a motion by Hauser, seconded by Elmer, the Council unanimously authorized the Manager to sign an engagement letter contracting Heinfeld, Meech, & Co., P.C. Certified Public Accounts, specifically Cherie Roberts, to provide financial management advisory services as needed between February 1, 2008 and June 30, 2009 in an amount not to exceed \$25,000.

Scannell explained they have been working with Ms. Roberts; she is a CPA and a great resource. Scannell stated Council would need to continue to think about hiring a Finance Director in the future; however, the first order of business is to 'get the ship righted'.

Council asked when the audit would be complete and how far back it went. Scannell advised that the audit should be completed in February, but was unsure if the Town would meet the deadline for the Auditor General.

Mayor Gioia questioned the verbiage of the agreement first paragraph, second page, concerned with "you recognize that any discontinuation..." and stated he would go with Scannell's recommendation, after Scannell spoke with the Partner at Heinfeld, Meech & Co., P.C.

5. **Adjournment**

On a motion by Hauser, seconded by Elmer the meeting adjourned at 8:48 pm.

Virginia Jones, Deputy Clerk

CERTIFICATION

I HEREBY CERTIFY THAT THE FOREGOING, minutes are a true and accurate accounting of the actions of the Mayor and Common Council of the Town of Camp Verde during the Work Session of the Town Council of Camp Verde, Arizona held on the 30th day of January 2008. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this _____ day of _____ 2008

Deborah Barber, Town Clerk

**MINUTES
REGULAR SESSION
MAYOR AND COUNCIL
TOWN OF CAMP VERDE
COUNCIL CHAMBERS
WEDNESDAY, JANUARY 16, 2008
6:30 P.M.**

Minutes are a summary of the actions taken. They are not verbatim.
Public input is placed after Council motions to facilitate future research.
Public input, where appropriate, is heard prior to the motion.

1. **Call to Order**

The meeting was called to order at 6:31 p.m.

2. **Roll Call**

Mayor Gioia, Vice Mayor Hauser, Councilors Smith, Garrison, Kovacovich, and Elmer were present.

Also Present: Town Manager Mike Scannell, Town Attorney Bill Sims, Town Clerk Debbie Barber, and Recording Secretary Margaret Harper.

3. **Pledge of Allegiance**

The Pledge was led by Elmer.

4. **Consent Agenda** – All those items listed below may be enacted upon by one motion and approved as consent agenda items. Any item may be removed from the Consent Agenda and considered as a separate item if a member of Council requests.

a) **Approval of the Minutes:**

- 1) January 9, 2008 – Special Session
- 2) January 2, 2008 – Regular Session
- 3) January 2, 2008 – Executive Session

b) **Set Next Meeting, Date and Time:**

- 1) Council Hears Planning & Zoning – January 23, 2008 at 6:30 p.m.
- 2) Work Session – January 30, 2008 at 5:00 p.m.
- 3) Regular Session – February 6, 2008 at 6:30 p.m.
- 4) Joint Work Session with Parks & Recreation – February 13, 2008 at 6:30 p.m.
- 5) Special Session – February 20, 2008 at 4:30 p.m.
- 6) Regular Session – February 20, 2008 at 6:30 p.m.
- 7) Council Hears Planning & Zoning – February 27, 2008 at 6:30 p.m.

c) **Possible approval to confirm Judge Harry Cipriano, Judge Duane Wyles, and Judge G. Eugene Neil as Juvenile Hearing Officers for Yavapai County without additional compensation as per ARS §8-323A and Administrative Order No. 2008-02, 2008-03 and 2008-04.**

On a motion by Smith, seconded by Kovacovich, the Consent Agenda was unanimously approved as presented, with the changes noted.

Mayor Gioia said that he has been requested by the Yavapai-Apache Nation to address them tomorrow afternoon; the time has not yet been set. Councilors are asked to attend if possible and staff will post the meeting and advise the members when the time is determined. The meeting scheduled for January 23rd is canceled, and the Special Session on February 20th at 4:30 is canceled.

5. **Call to the Public for Items not on the Agenda.**

(Comments from the following individuals are summarized.)

Karen Cox, together with her husband Harold Cox, advised the Council that they have been told by the State authorities contacted that the human fossil remains found in an archaeological site on their property in 2006 are too old for repatriation. The Yavapai-Apache Nation has expressed

no interest in the site. Ms. Cox said that she is reasonably certain that the particular Tribe has been located and has provided evidence that the Camp Verde artifacts correlate directly to their Tribe's artifacts. Ms. Cox suggested the items should be preserved, possibly in a museum, and is concerned about repatriation of the human fossil remains. *Gioia said he would request the Manager to address the issue and place it on a future agenda for further discussion.*

James Strava distributed a handout to all the members and described his efforts working with an informal group to resolve their problems with the Sanitary District, and the refusal of the Sanitary District to answer inquiries from the group regarding the District's actions, including the recent cease order that was received. Mr. Strava said he was asking the members and all citizens to contact his Salt Mine Sewer group and submit email comments to SRSOG@live.com.

There was no further public input.

6. **Presentation and discussion of Internal Control Agreed upon Procedures Engagement by Lisa Lumbard, CPA, CGFM of Lumbard & Associates, PLLC**

Town Manager was directed, acknowledging his existing time constraints, to finalize the Policies & Procedures and the related recommendations into a document to be adopted by Council, together with a draft of his views and directions to staff as to how to execute each and every procedure, for review by the Council.

Town Manager Scannell reviewed the decision to engage Lumbard & Associates in response to his concern about inadequacies in the internal controls in the Town's financial system, adding that Lisa Lumbard was present to give her report on the internal controls review that was recently completed.

Lisa Lumbard prefaced a comprehensive review of her written subject report by explaining that internal controls consist of procedures that are in place in order to prevent the possibility as well as to help deter the possibility of fraudulent activities occurring. Ms. Lumbard presented a page-by-page review of the report that evaluated the adequacy of the internal control over specific categories involving all financial transactions and accounting and included recommendations for corrective procedures to be put into place. In summary, Ms. Lumbard said her firm understands that the Town is experiencing significant weaknesses in segregation of duties, partially due to the small size of the staff; however, she said she does believe there are areas of segregation that could be improved upon with the existing staff, and getting a qualified Finance Director will definitely be of help. Ms. Lumbard extended appreciation to the current Town personnel for their courteous cooperation, and commented that her firm was not rendering an opinion as to adequacy of controls, but is only reporting the results of the audit.

The members discussed the report with Ms. Lumbard, including her recommendation that definitive Town Policies & Procedures should be finalized and communicated to all employees together with training sessions so that everybody is aware of the Policies & Procedures. Manager Scannell outlined for the Council some of the items in the report beginning to be addressed, and assured the members that each and every recommendation is legitimate and those improvements will be made with the support of the Council. Scannell added that the Finance Department staff is an outstanding group of employees who are doing the best they can.

PUBLIC INPUT

(Comments from the following individual are summarized.)

Jerry Tobish, a local business owner, said he understands what is needed because he has worked in internal controls professionally; he commented on the importance of following through with the recommendations and findings contained in Ms. Lumbard's report and put everything in order.

There was no further public input.

7. **Council Informational Reports**

- **Councilor Garrison's Liaison Report regarding Camp Verde Sanitary District (District) meetings and possible discussion and/or determination of requests for placement on the District's standard agenda item for Council Updates/Reports.**

Hauser assured the public that they are getting their money's worth from her, she goes to meetings, looks out for the children, and looks out for the community's money and their wallets.

Gioia also said that because of the full agenda he would elect to not report on his schedule of meetings.

Kovacovich reported on the address given yesterday by Governor Napolitano in Clarkdale; many town leaders from throughout the Valley were there.

Garrison, in an update on the Sanitary District, said that she had heard from Mr. Dupuy that the Sanitary District Board is doing everything within their human power to proceed with the sewer project; if anyone has concerns or comments they can call the District at 567-6794. The next meeting of the District is February 13th at 1:00 p.m.

Smith said he was also at the Governor's presentation yesterday, and thanked the College staff for including the Town in the invitation to attend. Smith added that he, Carol Brown and some other staff members are working on a surprise for Council.

8. **Discussion, consideration and possible appointment of a Council member to fill former Council member Parry's term that expires in June 2011. The candidates for the position are Tina Andersen, Harry Duke, Dave Freeman, Donald E. O'Toole, Timothy E. Sykes, Jerry Tobish, and Robin Whatley.**

A motion by Hauser, seconded by Garrison, to appoint **Dave Freeman** to fill the position **failed** by a 3-3 vote, **with 'no' votes by Kovacovich, Elmer and Smith.**

A motion by Smith, seconded by Kovacovich, to approve **Harry Duke** for Council, **failed** by a 3-3 vote, **with 'no' votes by Hauser, Gioia and Garrison.**

A motion by Smith, seconded by Elmer, to appoint **Jerry Tobish** to Council, **failed** by a 3-3 vote, **with 'no' votes by Garrison, Gioia and Hauser.**

A motion by Hauser to appoint **Robin Whatley** to Council **failed for lack of a second.**

It was agreed that this item is continued to another meeting.

Town Attorney Sims, in response to questions from Council, confirmed that a vacancy must exist, and does, the vacancy must be filled within a prescribed period of time, and the requirements for serving as a Council member are: Must be a qualified elector in the State of Arizona; must be a resident of Camp Verde for at least one year prior to the selection; and must be at least 18 years of age.

Mayor Gioia said that each of the applicants was encouraged to speak for a period of up to 10 minutes, followed by an opportunity for the Council to talk with each individual. After that, the public will be invited to offer comments.

CANDIDATES' STATEMENTS

(Comments from the following individuals are summarized.)

Dave Freeman introduced himself and then read from a lengthy prepared statement describing his experience, philosophy, past and current record and involvement in Town government and accomplishments as a member of various committees and Commissions, currently serving on the Housing Commission and as Chairperson of the Planning & Zoning Commission.

Councilor Garrison cautioned the applicants not to take any vote personally but to stay involved in the community, adding that packets can be pulled in December because the election process will start all over again.

Tim Sykes said that he has no political experience but does have a big interest in the Town; has been a fire fighter for 11 years, is a journeyman electrician, is a working man; he believes he could do a lot for the Town and would like to be a part of it.

Mr. Sykes confirmed that he lives within the incorporated area of Camp Verde.

Tina Anderson said she was passionate about the Town and had wondered what she could do to make a difference, which is why she expressed her interest in serving; however, she realized that because of her young children and getting a business started, the time needed to serve might be a problem at this time, and she withdrew her name for consideration.

During a brief discussion with the Council, Ms. Anderson was encouraged to remain passionate about the Town and perhaps serve on some Commissions or Boards to learn more about the process.

Harry Duke reviewed his qualifications as a resident for 32 years employed by the Postal Service and serving the people; he reminded the members that he had received a large majority of the vote during the last election, losing to Mike Parry by only a small number of votes. Mr. Duke believes he has experience to bring to the Council, and is aware that there are a lot of challenges ahead.

Robin Whatley gave an overview of her residency in the Town, her education, and her employment as a teacher; she is currently serving as a member of the Parks & Recreation Commission, attends Council meetings regularly, and is active as a volunteer on many events. Ms. Whatley assured the members that even if she is not selected she will continue to remain active, involved and committed to Camp Verde.

Jerry Tobish said he has been a resident for about 7 years and he has no special interest or political ties. Mr. Tobish has been a retail business owner in the Town for the last 4 years; he is only looking for what is best for the Town, and acknowledged that all the candidates only want to make a difference, regardless of whoever is selected.

Donald O'Toole said that when he had first heard that only one individual had applied for the seat on the Council, he had decided to apply; however, he said he is withdrawing his name at this time and would like to throw in his support for Harry Duke.

Mayor Gioia thanked everyone who had shown interest in being appointed.

PUBLIC INPUT

(Comments from the following individuals are summarized.)

Henry Shill expressed his support for Harry Duke since he was almost elected and he would be good for the Town.

Dave Anderson, Tina Anderson's husband, said he was amazed at the number of responses to serve on the Council, adding that everyone shares the same passion, drive and energy for the community.

Ray Floyd spoke in favor of appointing Harry Duke; he reminded the members of the close vote in the election. Mr. Floyd said it appears that Mike Parry did not live in the Town at the time election, so it seems logical and just to appoint Harry Duke.

Paul Clawson said that the one candidate who stood out above the rest was Dave Freeman,

and he believes that Freeman would be the best person for the job on Council.

Therese Tobish said she was expressing support for her husband, Jerome Tobish since he feels he could do a good job for the Town and would be an asset; she will be the woman behind a good man.

Jackie Butler commented on how involved the people have been from the beginning of the Town's incorporation 22 years ago; the citizens have voted for Harry Duke and have therefore already spoken about who they want seated on the Council; Harry Duke is a qualified candidate.

Jim Bullard also spoke in favor of Harry Duke, pointing out that basically the Town people have voted.

Rob Witt said that all the candidates have good intentions and would serve honorably; he voted for Harry Duke in the election because of his honesty and his experience in the community.

There was no further public input.

Hauser said that she has been on the Council for 10 years; in the past she had been denied a seat on the Planning & Zoning Commission as well as the Parks & Rec Commission. Hauser told everyone to just keep doing what they do, and eventually they can make a difference.

Smith commented on the close election; the public made a statement and the Council should listen to them and appoint Harry Duke. Garrison explained that emotionally she would choose Robin Whatley. Garrison said she had numerous calls from the public; however, because they were both involved in the last campaign, she cannot choose either Harry Duke or to Robin. Kovacovich said he believes Duke made the important commitment in the last election to serve on the Council. Elmer said it was a tough decision, and he believes the voters wanted to see Harry Duke appointed. Gioia said he could not support Robin, and had told her so; Gioia said he would support Freeman because he earned the highest points on the rating system that Gioia used.

9. **Discussion, consideration, and possible appointment of a member to the Housing Commission for a term that expires September 2009. Candidates for the position are Tony Varela and Dianna Wright.**

On a motion by Hauser, seconded by Garrison, the Council by a 5-1 vote appointed **Tony Varela** to the Housing Commission for a term that expires September 2009; **with a 'no' vote by Smith.**

Mayor Gioia invited the two candidates to speak to the Council, if they wished to.

CANDIDATES' STATEMENTS

(Comments from the following individuals are summarized.)

Tony Varela said he and his wife have lived in Camp Verde for 12 years, and their home is directly below the proposed development of the 5 acres. He said that he wants to contribute his support to Camp Verde's plan to develop the quality houses within the economic reach of families, and outlined his career background and skill in the Spanish language.

Dianna Wright explained that she is very familiar with low-cost income since her career and expertise is in managing apartment complexes, most of it on the lower economic side; she is currently the property manager for a complex in Camp Verde; she agrees that the Town needs low income housing.

Garrison said she did research on the residency requirement for candidates for Commissions and Boards, and she believes Ms. Wright would qualify.

PUBLIC INPUT

(Comments from the following individuals are summarized.)

Tom Nielson said he is also concerned about the lack of housing in the Town; he supports Dianna Wright.

James Strava spoke on behalf of Tony Varela, and believes Mr. Varela would bring an alternative vision to the Commission.

Dave Freeman questioned whether Mr. Varela would have a conflict of interest serving on the Housing Commission because he lives so close to the 5-acre proposed project which is currently the main focus of the Commission; as for Ms. Wright, the Commission needs people who are working with low-income people every day, and her experience would be invaluable.

There was no further public input.

Town Attorney Sims was asked about the possibility of Mr. Varela having a conflict of interest, as suggested. Sims said that if Mr. Varela truly has no financial interest, there should be no problem. Even so, that would not bar him from sitting on the Commission in general.

Smith expressed concern about Mr. Varela opposing high density developments, and reiterated the recommendation made by Freeman to appoint Ms. Wright because of her experience in low-income housing.

A recess was called at 9:08 p.m.; the meeting was called back to order at 9:17 p.m.

10. **Discussion, consideration, and possible rejection of all bids for the Senior Center Improvement Project, CDBG #108-07.**

On a motion by Elmer, seconded by Hauser, the Council unanimously rejected all bids for the subject Senior Center Improvement Project.

Staff was directed to work with the Senior Center Board to resubmit requests for bids for alternatives eliminating items from the proposed project in order to reduce the cost to meet the budgeted amount.

Town Clerk Barber explained that the amount of approximately \$58,000 had been allocated for the Senior Center project; however, the low bid received was \$84,890 with a high bid of \$138,000. Staff is recommending that all bids be rejected, and a bid package with alternates prepared, eliminating some items. The Council discussed with Barber some proposed alternatives. Barber said that at the next pre-bid conference the contractors will be made more aware of the funds available; she also confirmed that the Senior Center board will definitely be involved in the entire bid process.

PUBLIC INPUT

(Comments from the following individual are summarized.)

Robin Whatley said she is a member of the Senior Center, recommended the lunches that are served there, adding that the membership seems to be growing.

There was no further public input.

11. **DISCUSSION, CONSIDERATION, AND POSSIBLE PRIORITIZATION OF TOWN PROJECTS FOR 2008. THIS INFORMATION WILL BE RELAYED TO THE YAVAPAI-APACHE NATION COUNCIL PER THEIR REQUEST.**

There was no action taken.

Mayor Gioia explained that the Yavapai-Apache Nation had requested prioritization of Town projects for 2008 in connection with their upcoming discussion and ultimate recommendation

regarding the allocation of the funds that are disbursed annually to Verde Valley communities, in compliance with the State's Gaming Compact.

The members discussed various Town projects for 2008, including priorities that have been recommended by the community, and arrived at a consensus that the following three projects are selected and prioritized in the order listed, to be relayed accordingly to the Yavapai-Apache Nation Council as requested: **Senior Center upgrades, the Library and Youth Center.**

There was no public input.

12. **Discussion, consideration, and possible prioritization and/or direction to the Manager concerning items set forth under his name in the Council Direction Report that is prepared by the Town Clerk after each Regular Session.**

The Town Manager was directed to focus on the basics, list 5 or 6 strategic objectives that can realistically be undertaken and need to be addressed; putting the house in order is the first priority in order to serve the public appropriately.

Councilor Smith expressed his concern about all the projects being carried forward, with some apparently being removed from the subject Report with no explanation, citing some examples, in particular the proposed monument signs at the Town entrances. Barber reviewed the process for making additions and changes to the Report. The members discussed several other projects that had been listed and carried over on the subject Report for years in some instances. Manager Scannell acknowledged that there were numerous assignments that have been made; however, he suggested that the Council should consider a more realistic approach in light of the limited capacity of the staff and that the Council needs to be more conscious of that. Scannell reminded the Council that urgent current issues are being confronted. Among his suggestions was preparation of a list of realistic objectives, allocating them to the different departments for action, which in turn he believes would provide a much more useful basis for evaluating performance and holding people accountable. After further discussion Scannell was requested to offer his point of view on 5 or 6 items to be prioritized; Scannell said that together with the Council members he will try to come up with a list that will be worthy of pursuit and demonstrate accountability to the community. Scannell agreed that holding a retreat would be of help in developing the list of objectives as discussed.

PUBLIC INPUT

(Comments from the following individual are summarized.)

Nancy Floyd said that the Council cannot keep loading up the Manager with projects; when a new one is directed, then an existing one should be removed.

There was no further public input.

13. **Discussion, consideration, and possible direction to staff regarding preparation of agenda packets, establish a checklist for P&Z issues, and reduction in use of paper and employee time.**

Staff was directed to work with the Attorney, Garrison and Smith to recommend an alternate procedure in order to bring a proposal back to Council for further review.

Garrison explained that she had discussed with Buckel the cost of assembling packets of information for the Councilors in connection with proposed developments each time an item came up for consideration, resulting in what seems to be a waste of money and staff's time. Garrison and Smith reviewed their discussion with Buckel and a suggestion for an alternate procedure using a checklist indicating items signed off, with a master copy of all the documents and information on file in the office for reference. Buckel described how she envisions the proposed procedure, confirming that she would follow through on it, providing everyone agreed it would be feasible. The members discussed their opinions and personal approaches to reviewing material in connection with projects to be approved. Based on concerns that included meeting

statutory requirements, the members were unable to arrive at a consensus at this time, deferring further consideration until an alternate procedure is proposed that addresses their input, and is approved by the Town Attorney.

There was no public input.

14. **Discussion, consideration, and possible direction to staff concerning bidding at the on-line auction for the community park property known as Parcel "A" of the USFS Administrative site consisting of approximately 118 plus acres located of SR 260 and McCracken Lane. Note: Council may vote to go into executive session pursuant to ARS §38-431.03(A)(7) for discussion or consultation with designated representatives in order to consider Council's position and instruct its representatives regarding negotiations for the purchase, sale, or lease of real property and ARS §38-431.03(A)(3) for discussion or consultation with the attorney for legal advice**

On a motion by Hauser, seconded by Kovacovich, the Council voted unanimously to go into Executive Session.

Scannell said that there had been no bids received as of this afternoon; the closing date was identified as January 30th at 3:00 p.m. Scannell requested an Executive Session in order to discuss the negotiating strategy to be followed should the Council elect to bid on the subject parcel. Gioia said that if Council so chooses to go into Executive Session on the following item, both items will be discussed during the same session.

15. **Discussion, consideration, and possible direction to staff and/or discussion or consultation with the Town Attorney for legal advice concerning the Intergovernmental Agreement between the Town and the Camp Verde Sanitary District. Note: Council may vote to go into Executive Session pursuant to ARS §38-431.03(A)(3) for discussion or consultation with the attorney for legal advice and §38-431.03(A)(4) for discussion or consultation with the attorney in order to consider Council's position regarding contracts that are the subject of negotiation.**

On a motion by Hauser, seconded by Gioia, the Council voted unanimously to go into Executive Session.

Scannell said the Sanitary District has been presented a draft set of provisions for the IGA currently being discussed. Scannell explained that he and the Town Attorney request an Executive Session to seek counsel on how best to proceed through the negotiations.

It was agreed to address the remainder of the agenda prior to adjourning for the Executive Sessions.

16. **Call to the Public for Items not on the Agenda.**

There was no public input.

17. **Advanced Approvals of Town Expenditures**

- a) **There are no advanced approvals.**

There were no advanced approvals.

18. **Manager/Staff Report**

- a) **Analysis of the Smart Growth Scorecard encouraged by the Arizona Department of Commerce to qualify for discretionary funding.**

- b) **Update on facilitator, Lance Decker, of L. L. Decker & Associates.**

Manager Scannell requested that Item a) be continued to February 6th meeting. Scannell said Lance Decker has sent him some material recapping the prior meeting; that information has been forwarded to each member. Efforts are ongoing to arrange a meeting date with Decker.

19. **Adjournment**

On a motion by Elmer, seconded by Hauser, the meeting was adjourned at 10:35 p.m.

Tony Gioia, Mayor

Margaret Harper, Recording Secretary

CERTIFICATION

I hereby certify that the foregoing Minutes are a true and accurate accounting of the actions of the Mayor and Common Council of the Town of Camp Verde during the Regular Session of the Town Council of Camp Verde, Arizona, held on the 16th day of January 2008. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this _____ day of _____, 2008.

Debbie Barber, Town Clerk

**MINUTES
SPECIAL SESSION
MAYOR and COMMON COUNCIL
Of the
TOWN OF CAMP VERDE
COUNCIL CHAMBERS
473 S. Main Street #106
Wednesday, January 16, 2008
5:30 p.m.**

1. **Call to Order**

Mayor Gioia called the meeting to order at 5:30 p.m.

2. **Roll Call**

Mayor Gioia, Vice Mayor Hauser, Councilors Elmer, Garrison, Kovacovich, and Smith

Also Present:

Town Manager Bill Sims, Marshal Davis Smith, Town Manager Michael Scannell, Ann Ortiz & Cherie Roberts of Heinfeld, Meetch, & Company, and Town Clerk Deborah Barber.

Mayor Gioia read the agenda item aloud. On a motion by Smith, seconded by Kovacovich, the Council voted unanimously to go into Executive Session pursuant to ARS §38-431.03(A)(3) for discussion or consultation with the attorney for legal advice and §38-431.03(A)(4) for discussion or consultation with the attorney in order to consider Council's position regarding possible litigation on item #3.

3. **Discussion, consideration, and possible direction to staff and/or discussion or consultation with the Town Attorney for legal advice concerning the Town's financial procedures.**

Council took no action on this item.

4. **Adjournment**

The Special Session was adjourned at 5:32 p.m.

Deborah Barber, Town Clerk

CERTIFICATION

I HEREBY CERTIFY THAT THE FOREGOING, minutes are a true and accurate accounting of the discussion of the Mayor and Common Council of the Town of Camp Verde during the Executive Session of the Town Council of Camp Verde, Arizona held on the 16th day of January 2008. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this _____ day of _____ 2008

Deborah Barber, Town Clerk

**MINUTES
WORK SESSION
MAYOR and COMMON COUNCIL
of the
CAMP VERDE MARSHAL'S OFFICE
TRAINING ROOM
646 S. First Street
THURSDAY, JANUARY 10, 2008
6:30 P.M.**

1. **Call to Order**

Mayor Gioia called the meeting to order at 6:30 p.m.

2. **Roll Call**

Mayor Gioia, Vice Mayor Hauser, Councilors, Kovacovich, and Smith were present. Councilor Elmer arrived at 6:32 and Garrison at 6:34 p.m. Garrison left the meeting at 6:35 and returned at 7:12 p.m.

Mayor Gioia led the Pledge of Allegiance.

Also Present:

Library Director Gerard Laurito and Deputy Clerk Virginia Jones were present. Library Advisory Commission Members Chatley, Doering, Heuman, Mina, Pastine, and Neilson were also present.

3. **Discussion with Linda Harkness, members of the Library Advisory Commission, and other interested parties concerning, but not limited to: library financing and construction, and the formation of a non-profit group whose primary focus will be the construction of a new library.**

Mayor Gioia stated this is a time for all concerned to work together and leave the past behind, and move forward with a positive attitude. Linda Harkness recapped the need to work together. She stated Joel Westervelt has designed a building to be constructed of steel for the existing site. Harkness informed everyone that the elevation will have to have a three foot fill to comply with Yavapai County Flood Control regulations. If the building has a green design, there are grants that are available to help pay for construction. The estimated cost of the project would be \$3.2 million dollars compared to the previous plans that exceed seven million.

Harkness reviewed the advantage of moving forward as a non profit organization, with the advantages being a non profit can accept money from private and public funds with grant funds in a separate account. The process of forming a corporation would take approximately sixty to ninety days to set up and apply for the 501-3(c) status. Harkness stated the Town has \$165,000 from Mary Lyons Trust fund that could possibly be used for architectural design. Harkness stated the Town Attorney has indicated that any staff member, commission member, or elected official could be involved in the non-profit organization as a private citizen.

Harkness noted a project manager would be hired by the Board of Directors and she would like to be involved in the process, even as project manager, if there were not other more qualified persons available. She stated there are several local contractors who are bonded and certified who have expressed a willingness to contribute time, labor, and materials. She estimated approximately a fifteen (15%) percent savings with contributions. The Board of Directors would make all the final decisions.

**MINUTES
WORK SESSION
MAYOR and COMMON COUNCIL
of the
TOWN OF CAMP VERDE
COUNCIL CHAMBERS
473 S. Main Street, Room 106**

**WEDNESDAY, JANUARY 9, 2008
6:30 P.M.**

1. **Call to Order:**

The meeting was called to order at 6:32 p.m.

2. **Roll Call:**

Mayor Gioia, Councilors Kovacovich, Elmer, Garrison, Smith, and Vice Mayor Hauser.

Also Present: Town Manager Mike Scannell, Community Development Director Nancy Buckle, Parks & Recreation Director Lynda Moore, Recreation Supervisor Joe Perez, Housing Director Matt Morris, Town Clerk Debbie Barber, and Recording Secretary Sharon McCormick

3. **Pledge of Allegiance:**

Councilor Smith led the pledge.

4. **Discussion, consideration, and possible authorization for the Mayor to prepare and sign a letter inviting representatives from the Camp Verde Sanitary District and the Arizona Department of Environmental Quality to attend a council meeting to update Council and citizens of Camp Verde on the status of the sewer expansion projects.**

After public input, the Mayor said that this item did not require Council action and that he would prepare a letter.

Garrison noted that the Sanitary District and the Council had agreed to have quarterly meetings when they met together in November. She felt that it was time to have the meeting so that it could be assured that everyone is on the same page. Gioia agreed and asked Council members if they would prefer to accomplish this with a simple invitation or a formal letter. (There was no discussion about including the Arizona Department of Environmental Quality in the invitation.)

PUBLIC INPUT

James Strava, spokesperson for Salt Mine group said that he did not feel that the Sanitary District meeting today was productive, and that he would like to read a letter of their concerns. Mayor Gioia interrupted and explained that this was not the venue at this time. Strava said that their group has been attempting to get cooperation from CVSD and that the board tends to deny obvious information that has been produced in newspapers and in their own minutes. He told Council that he hoped they would invite the Board to a meeting and he thanked Council for their time. Gioia said that he would address a letter to the Camp Verde Sanitary District Board.

5. **Presentation and discussion of the Quarterly Reports with the following commissions, boards, and committees:**

- a. **Youth Commission Report:** topics may include, but not be limited to activities that the Youth Commission has participated in since forming.

Sara Westervelt gave a brief overview, stating that they have had 3 meetings. They were involved in several Town events. Council thanked her for a well prepared speech, and that the idea of a drive in movie night sounds like a great idea, and asked what has

been the most challenging so far. Sara replied that coming up with ideas seemed to be the most difficult, but that the group has decided that they can do it.

- b. **Board of Adjustment:** topics may include, but not be limited to, hearings and decisions that the Board made during the past quarter.

Vice Chair McIntyre gave a brief overview of his written report, which is attached and becomes a permanent part of this record.

- c. **Trails & Pathways Commission:** topics may include, but not be limited to, subdivision proposals, trails policy, trail heads, and Forest Service liaison.

No presentation

- d. **Library Advisory Commission:** topics may include, but not be limited to, library financing, report format, resignation(s), and priority status.

Chairperson Lisa Mina gave a brief overview of the Library Commission activities to include that the Commission had elections for chair and vice chairperson; there was one vacancy with the resignation of James Long; they had researched funding options for a new library; and are now looking into grants. A copy of her report is attached and will become part of this record.

- e. **Planning & Zoning Commission:** topics may include, but not be limited to: various zoning recommendations made to Council over the past quarter.

Chairperson Dave Freeman gave a brief overview of the changes in Commission, noting that Rob Witt had resigned and Howard Parish was added. He explained that the Commission had reviewed zoning map changes, tackled the ordinances on livestock, and that 2007 Chinese calendar was the year of the pig. He added that other issues included A-frame signs (sandwich boards), more language changes, shipping containers, and working on the nuisance regulations. A copy of this report is attached and becomes a permanent part of this record.

- f. **Housing Commission:** topics may include, but not be limited to, attainable housing programs and tools, Drachman Institute's final report, Cliffs Parkway property, and Fair Housing activities.

Chairperson Jeremy Bach reported on the meetings the Housing Commission had during this quarter. He added that the final Drachman Institute was reviewed and that the Commission would recommend that Council sign a proclamation to declare April as Fair Housing Month. A copy of this report is attached and becomes a permanent part of this record.

- g. **Parks & Recreation Commission:** topics may include, but not be limited to, events held during the past quarter, Black Bridge Park, budget, and goals and objectives and mission for 2008.

Member Robin Whatley gave an overview of the Chairpersons written report, which is attached and becomes a permanent part of this record. She noted that the Commission would like to set a work session with Council for early part of 2008. The Commission had a very busy quarter with Fort Verde Days, work session held, grasshopper basketball, breakfast with Santa, Christmas Parade, and the Craft bazaar.

- h. **Design Review Board:** topics may include, but not be limited to, hearings and decisions that the Board made during the past quarter.

Chairperson Jim Binick presented the written quarterly report, which is attached and becomes a permanent part of this record. He advised that there were 3 scheduled meetings, with no agenda items for two of the meetings and only one agenda item in December. The Commission feels that using a conceptual drawing plan review could save the developer time and money. Mayor advised that the conceptual drawing is a great idea, but would like the caution the Commission. Buckel explained that before a building permit is issued, the applicant must go before the Design Review Board. She advised that all applicants are required to present their conceptual plans before the board. Councilor smith thanked the Board for their first year, and noted that we were operating in a new territory. He advised that this is the only autonomous Commission in town and that they make the final decision.

Public Input:

Nancy Floyd asked how autonomy applied to a Commission. Smith responded that meant the Council could not interfere with their decisions.

Tom Nielson said that he had people in from out of town over the holidays and they thought that this town was most unique.

Dave Freeman said that having the conceptual review can save a developer a lot of money.

The meeting was recessed at 7:48 p.m. and reconvened at 7:58 p.m.

- 6. **Discussion with the Design Review Board concerning clarification of Council's goals, priorities, and vision, followed by possible direction to the Board to base their future decisions and determinations on these goals, priorities, and vision.**

Jim Binick stated that as a new board, none of the commission members had any Design Review Board experience. Nancy Buckle explained that a permit process has been implemented, working on developer standards, conceptual site plan first, and a simple site plan that includes landscaping, signage, etc. to eliminate the need to apply for additional permits later and spend more money.

There was discussion and clarification of the 'western element', expanding the visual library, suggesting colors, roofing materials, and lighting. The Commission plans to set up a matrix to go along with the visual library. There was also discussion and concerns regarding existing buildings, new buildings, and their locations, as well as the possibility of having time limits on building permits.

- 7. **Adjournment :**

On a motion by Hauser, seconded by Smith, the meeting was adjourned at 10:02 p.m.

Sharon McCormick, Recording Secretary

CERTIFICATION

I hereby certify that the foregoing Minutes are a true and accurate accounting of the actions of the Mayor and Common Council of the Town of Camp Verde during the Work Session of the Town Council of Camp Verde, Arizona, held on the 9th day of January 2008. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this _____ day of _____, 2008.

Deborah Barber, Town Clerk

**TOWN OF CAMP VERDE
Council Agenda Action Form**

Meeting Type: Regular

Meeting Date:February 6, 2008

Consent: **Executive Session/Confidential:** Type(s) of Presentation: Verbal Only

AGENDA TITLE: (Be Exact): Approval of Intergovernmental Agreement between the Arizona Department of Revenue, for the purpose of enforcement and collection of privilege or use taxes for the Town of Camp Verde.

PURPOSE AND BACKGROUND INFORMATION:

STAFF RECOMMENDATION(S): Approve

LIST ALL ATTACHMENTS: Copy of IGA with the Department of the Revenue

Type of Document Needing Approval (Check all that apply):

- | | | |
|---|---|---|
| <input checked="" type="checkbox"/> Acceptance/Approval | <input type="checkbox"/> Agreement/Contract | <input type="checkbox"/> Emergency Clause |
| <input type="checkbox"/> Final Plat | <input type="checkbox"/> Grant Submission | <input checked="" type="checkbox"/> Intergovernmental Agreement |
| <input type="checkbox"/> Liquor/Bingo Application | <input type="checkbox"/> Ordinance | <input type="checkbox"/> Preliminary Plat |
| <input type="checkbox"/> Public Hearing | <input type="checkbox"/> Resolution | <input type="checkbox"/> Special Consideration |
| <input type="checkbox"/> Special/Temp Use Permit | <input type="checkbox"/> Other: | <input type="checkbox"/> Presentation/Report Only |

Finance Director Review

Budgeted/Amount N/A \$NA

Comments:N/A

Fund:

Line Item/:

Submitting Department:Administration/Finance

Contact Person:Mike Scannell

Town Manager/Designee:



Please Note: You are responsible for checking out, setting up, and returning all special equipment to the Clerk's Office.

STATE OF ARIZONA
Department of Revenue
Transaction Privilege and Use Tax Audit



Gale Garriott
Director

Vincent G. Perez
Assistant Director

January 2, 2008

Dane Bullard, Finance Director
Town of Camp Verde
395 South Main Street
Camp Verde, Arizona 86322

RE: Intergovernmental agreement

Dear Mr. Bullard:

Enclosed is a revised intergovernmental agreement which needs to be approved by your city council, signed by the Mayor, your City Attorney and routed to me upon completion. Upon receipt of the agreement, I will forward the agreement to the Attorney General's office and then to the Director's office for signature and approval. At the point where all signatures are affixed to the document, the original will be filed with the Secretary of State and you will receive a confirmed copy.

If you have any questions, please do not hesitate to contact me at (602) 716-6680.

Sincerely,

Joseph Lewandowski, Cities Liaison
TRANSACTION PRIVILEGE AND USE TAX

INTERGOVERNMENTAL AGREEMENT BETWEEN THE STATE OF ARIZONA AND A PROGRAM CITY

THIS AGREEMENT is entered into this 6 day of February, 2008, by and between the ARIZONA DEPARTMENT OF REVENUE, hereinafter referred to as DEPARTMENT OF REVENUE, and the CITY/TOWN OF Camp Verde, hereinafter referred to as CITY/TOWN. This Agreement shall supersede and replace all previous intergovernmental agreements entered into by the DEPARTMENT OF REVENUE and CITY/TOWN regarding taxpayer joint audits and the uniform method of administration, collection, audit and licensing of transaction privilege tax, use tax, severance tax, jet fuel excise and use tax and rental occupancy taxes imposed by the State or Cities or Towns.

WHEREAS, Title 11, Chapter 7, Article 3 (A.R.S. § 11-952) authorizes two or more public agencies to enter into intergovernmental agreements to contract for services, if authorized by their legislative or governing bodies, and

WHEREAS, A.R.S. § 42-6001 et seq. provides that the DEPARTMENT OF REVENUE may collect and administer any transaction privilege license tax or use tax imposed by any city or town; and provides for uniform audit functions including joint audits of a taxpayer by the DEPARTMENT OF REVENUE and cities or towns where the taxpayer conducts business; and provides that the DEPARTMENT OF REVENUE and any CITY/TOWN may enter into intergovernmental contracts or agreements to provide a uniform method of administration, collection, audit and licensing of transaction privilege and use taxes imposed by the State or Cities or Towns, and

WHEREAS, the CITY/TOWN has taken appropriate action by ordinance, resolution or otherwise, pursuant to the laws applicable to the governing body of CITY/TOWN, approving this Agreement, and

WHEREAS, the DEPARTMENT OF REVENUE and the CITY/TOWN now desire to enter into such an intergovernmental agreement:

The parties agree to the following:

1. Disclosure of Information Furnished by CITY/TOWN

- (a) **Statutory Authority:** The disclosure (by any means) of confidential CITY/TOWN tax information is governed by Model City Tax Code section 510.
- (b) **Scope:** In accordance with Model City Tax Code section 510(h), the CITY/TOWN may disclose to the DEPARTMENT OF REVENUE'S tax officials any information regarding the enforcement and collection of privilege or use taxes by the CITY/TOWN. Any taxpayer information released by the CITY/TOWN to the DEPARTMENT OF REVENUE may only be used for internal purposes and may not be disclosed to the public in any manner that does not comply with the Model City Tax Code or other confidentiality standards established by the CITY/TOWN. The DEPARTMENT OF

REVENUE hereby agrees that any release or use of confidential information contrary to the terms of this Agreement will result in the immediate suspension of any rights of the DEPARTMENT OF REVENUE to receive taxpayer information.

2. Information Furnished by CITY/TOWN.

- (a) Within ten (10) days after the execution of this Agreement, the CITY/TOWN shall provide the DEPARTMENT OF REVENUE with a copy of its ordinance imposing the taxes to be collected hereunder, as then amended. If information has already been provided to the DEPARTMENT OF REVENUE by the CITY/TOWN, it is not necessary for the CITY/TOWN to provide the same information until said ordinance is again amended.
- (b) Within fifteen (15) days following the adoption of an annexation ordinance, one copy of the ordinance and notification of the effective date of such ordinance shall be sent to the DEPARTMENT OF REVENUE.
- (c) If the CITY/TOWN fails to notify the DEPARTMENT OF REVENUE at least sixty (60) days before the effective date of any change or amendment to its ordinance pertaining to the taxes to be collected under this Agreement, then it is understood that the DEPARTMENT OF REVENUE shall not be obligated hereunder to begin collection of said taxes as modified any sooner than 60 days after notice of said change or amendment.
- (d) Within the constraints outlined in section 1 above, the CITY/TOWN shall provide to the DEPARTMENT OF REVENUE, on a monthly basis, a list of the business licenses that it has issued to each new taxpayer who is or may be taxable by the DEPARTMENT OF REVENUE. The list will include information such as the new taxpayers' legal business name, DBA's, physical address, mailing address, owners' first and second names, phone number for the contact person or business, NAICS codes, and identification numbers such as state TPT license number, EIN and Social Security number.
- (e) Upon request, the CITY/TOWN shall provide to the DEPARTMENT OF REVENUE any data processing lists of accounts, by geographical areas, activity classification or other breakdowns for which data processing programs have been developed.
- (f) Upon request, the CITY/TOWN shall provide to the DEPARTMENT OF REVENUE any information regarding development and impact fees to assist the DEPARTMENT OF REVENUE with the auditing of taxpayers and billing and collection of taxes.
- (g) Upon request by the DEPARTMENT OF REVENUE, the CITY/TOWN shall allow inspections of any CITY/TOWN tax audits by DEPARTMENT OF REVENUE tax officials during regular CITY/TOWN business hours.
- (h) Upon request by the DEPARTMENT OF REVENUE, the CITY/TOWN shall provide the DEPARTMENT OF REVENUE with a listing of all audits performed by the

CITY/TOWN, including the taxpayer's name, city license number, address, audit period, classification, and amount assessed, if the audits relate to a taxpayer who is or may be taxable by the DEPARTMENT OF REVENUE.

3. Disclosure of Information Furnished by DEPARTMENT OF REVENUE.

- (a) **Statutory Authority:** The disclosure (by any means) of confidential Arizona tax information is governed by A.R.S. § 42-2001 et seq. which strictly controls the accessibility and use of this information. Individuals who receive confidential tax information from the DEPARTMENT OF REVENUE are subject to the criminal penalties imposed by A.R.S. § 42-2004 if they misuse or improperly disclose this information to unauthorized individuals.
- (b) **Scope:** Pursuant to A.R.S. § 42-2003(H), the DEPARTMENT OF REVENUE may disclose to the CITY/TOWN's tax officials only transaction privilege tax, use tax, severance tax, jet fuel excise and use tax, and rental occupancy tax information relating to a taxpayer who is or may be taxable by the CITY/TOWN. Furthermore, any taxpayer information released by the DEPARTMENT OF REVENUE to the CITY/TOWN may only be used for internal purposes and may not be disclosed to the public in any manner that does not comply with confidentiality standards established by the DEPARTMENT OF REVENUE. (See Appendix A.) The CITY/TOWN hereby agrees that any release or use of confidential information contrary to the terms of this Agreement will result in the immediate suspension of any rights of the CITY/TOWN to receive taxpayer information hereunder. A notice of suspension will be sent to the CITY/TOWN requesting response to the allegation within 15 days and a review will occur to determine the length of the suspension. The CITY/TOWN shall provide a list of the names and job titles of employees authorized to receive confidential tax information. This list shall include any independent auditors who must agree to be bound by the provisions of A.R.S. § 42-2001 et seq. The CITY/TOWN shall promptly inform the DEPARTMENT OF REVENUE of any additions, deletions or changes to this list within fifteen (15) business days.

4. Information Furnished By DEPARTMENT OF REVENUE.

Within the restrictions outlined in section 3 above, the DEPARTMENT OF REVENUE shall provide the following information to the CITY/TOWN:

- (a) On a monthly basis, a record of tax payments which shall include the account name, account number, account status, the taxable activity and the amount collected. Delinquency information also shall be furnished with respect to all taxpayers who are or may be taxable by the CITY/TOWN for which no return is received.
- (b) On a monthly basis, a list of the licenses that it has issued to each new taxpayer who is or may be taxable by the CITY/TOWN. The DEPARTMENT OF REVENUE shall issue licenses to taxpayers as the CITY/TOWN ordinances require.

- (c) Upon request by the CITY/TOWN, the DEPARTMENT OF REVENUE shall allow inspections all information or audits relating to transaction privilege tax, use tax, severance tax, jet fuel excise and use tax, and rental occupancy tax if the information or audits relate to taxpayers who are or may be taxable by the CITY/TOWN. Such inspections shall take place during regular DEPARTMENT OF REVENUE business hours.
- (d) Upon request by the CITY/TOWN, the DEPARTMENT OF REVENUE shall provide the CITY/TOWN with a listing of all audits performed by the DEPARTMENT OF REVENUE, including the taxpayer's name, license number, address, audit period, classification, and amount assessed, if the audits relate to a taxpayer who is or may be taxable by the CITY/TOWN.
- (e) In addition, the DEPARTMENT OF REVENUE shall provide the CITY/TOWN with a copy of its statutes imposing the taxes to be collected hereunder, as then amended, within ten (10) days after the execution of the Agreement. If the information has been provided by the DEPARTMENT OF REVENUE, it is not necessary for the DEPARTMENT OF REVENUE to provide the same information again until said statutes are again amended.

5. Storage and Destruction of Confidential Information.

The DEPARTMENT OF REVENUE has promulgated confidentiality requirements which are attached to this Agreement as Appendix A. All confidential information provided by the DEPARTMENT OF REVENUE or CITY/TOWN shall be stored in accordance with these requirements so as to maintain the confidentiality of this information. Prior to discarding, the confidential information shall be destroyed in the following manner, in conformity with 26 USC. § 6103(p)(4)(F) (Internal Revenue Code § 6103(p)(4)(F)):

- (a) Confidential information furnished to the user and any material generated therefrom, such as extra copies, photo impressions, computer printouts, carbon paper, notes, stenographic notes, and work papers should be destroyed by burning, mulching, pulping, shredding, or disintegrating.
- (b) The following precautions should be observed when destroying confidential information:
 - (1) Burning precautions: The material is to be burned in either an incinerator that produces enough heat to burn the entire bundle or the bundle should be separated to ensure that all pages are consumed.
 - (2) Shredding precautions: To make reconstruction more difficult, the paper should be inserted so that lines of print are perpendicular to the cutting line and not maintain small amounts of shredded paper. The paper should be shredded to effect 5/16-inch wide or smaller strips; microfilm should be shredded to effect 1/35-inch by 3/8-inch strips. If shredding is part of the overall destruction of DEPARTMENT OF REVENUE data, strips can in effect be set at the industry standard (currently 1/2"). However, when deviating from DEPARTMENT OF REVENUE'S 5/16"

requirement, DEPARTMENT OF REVENUE data, as long as it is in this condition (i.e., strips larger than 5/16"), must be safeguarded until it reaches the stage where it is rendered unreadable.

- (3) Pulping should be accomplished so that all material is reduced to particles one inch or smaller.
- (4) Magnetic tape containing confidential information must not be made available for reuse by other offices or released for destruction without first being subjected to electromagnetic erasing. If reuse is not intended, the tape should be destroyed by cutting into lengths of 18 inches or less or by burning to effect complete incineration.
- (5) Whenever disk media leaves the physical or systemic control of the agency for maintenance, exchange, or other servicing, any confidential information on it must be destroyed by:
 - (i) Completely overwriting all data tracks a minimum of three times, using maximum current that will not damage or impair the recording equipment; or
 - (ii) Running a magnetic strip, of sufficient length to reach all areas of the disk over and under each surface a minimum of three times. If the information cannot be destroyed as suggested, the disk will be damaged in an obvious manner to prevent use in any disk drive unit and discarded.
 - (iii) Note: Hand tearing, recycling, or burying information in a landfill are unacceptable methods of disposal.

6. Delegation of Authority.

Any and all authority that the CITY/TOWN has under CITY/TOWN ordinances pertaining to the collection of the taxes to be collected under this Agreement is hereby delegated to the DEPARTMENT OF REVENUE except for those audits that are conducted by the CITY/TOWN auditor or by an independent contract auditor hired by the CITY/TOWN.

7. Auditing.

The DEPARTMENT OF REVENUE shall have the authority to audit the CITY/TOWN'S taxpayers under the DEPARTMENT OF REVENUE'S audit program, except when the CITY/TOWN wishes to share joint authority with the DEPARTMENT OF REVENUE pursuant to provisions adopted in Appendix IV of the Model City Tax Code. The CITY/TOWN may share joint authority by: 1) using its own auditor to perform its own audit or to conduct a joint audit with the DEPARTMENT OF REVENUE, or 2) hiring an independent contract auditor to perform its own audit. To share joint audit authority with the DEPARTMENT OF REVENUE, the CITY/TOWN shall notify the DEPARTMENT OF REVENUE at least thirty (30) days prior

to initiating any such audit program. When audit authority is shared, the parties agree to the following:

- (a) Upon request by the DEPARTMENT OF REVENUE, the CITY/TOWN shall allow the DEPARTMENT OF REVENUE'S tax official to inspect any audits of CITY/TOWN'S taxpayers during the regular CITY/TOWN business hours.
- (b) The CITY/TOWN shall provide the DEPARTMENT OF REVENUE with a listing of all audits performed by the CITY/TOWN's auditor or independent contract auditor including the taxpayer's name, city license number, address, audit period, classification and amount assessed.
- (c) The DEPARTMENT OF REVENUE shall provide the CITY/TOWN with a copy of all transaction privilege tax, use tax, severance tax, jet fuel excise and use tax, and rental occupancy tax audits performed by the DEPARTMENT OF REVENUE, if the audits relate to a taxpayer who is or may be taxable by the CITY/TOWN.
- (d) Upon request by the CITY/TOWN, the DEPARTMENT OF REVENUE shall allow the CITY/TOWN tax officials to inspect all information or audits relating to transaction privilege tax, use tax, severance tax, jet fuel excise and use tax, and rental occupancy tax, if the information or audits relate to taxpayers who are or may be taxable by the CITY/TOWN.
- (e) When any CITY/TOWN exercises its right to conduct an audit using its own auditor or an independent contract auditor, the CITY/TOWN assumes responsibility for the following:
 - (1) Collection of Taxes
 - (2) Payment of Collected Taxes to CITY/TOWN
 - (3) Responsibility for Defense Litigation
 - (4) Responsibility for Administrative Review
 - (5) Delegation of Authority

8. Multijurisdictional Audits.

Pursuant to A.R.S. § 42-6005 and Model City Tax Code section 553, the DEPARTMENT OF REVENUE and the CITY/TOWN may conduct a multijurisdictional audit pursuant to a taxpayer's request. The jurisdiction that conducts the audit will be considered the lead jurisdiction in charge of the audit. When a taxpayer requests a multijurisdictional audit, the parties agree to the following:

- (a) The DEPARTMENT OF REVENUE and CITY/TOWN will use similar forms and procedures in order to expedite the multijurisdictional audit process including:
- 1) Statute of Limitations Waiver
 - 2) Sampling Agreement
 - 3) Field Examination Agreement to Supply Additional Information.

The parties agree to secure these forms and have them executed when necessary in order to protect the interests of both parties.

- (b) The CITY/TOWN and the DEPARTMENT OF REVENUE hereby delegate authority to the lead jurisdiction's tax officials to sign the forms listed above in subsection (a) on their behalf with a taxpayer under multijurisdictional audit. The lead jurisdiction will supply a copy of the signed agreements to each jurisdiction participating in the audit.

9. Multijurisdictional Audits: Reviewing Workpapers.

When the DEPARTMENT OF REVENUE and CITY/TOWN share joint audit authority over a taxpayer, upon request, the lead jurisdiction shall allow the other jurisdictions involved in the multijurisdictional audit to inspect any workpapers or documentation collected or generated in a multijurisdictional audit during the lead jurisdiction's regular business hours.

10. Responsibility for Representation in Litigation.

If the CITY/TOWN leads or conducts an audit, the CITY/TOWN is responsible for representing itself in litigation regarding that tax matter. In the event that the CITY/TOWN defends a lawsuit challenging CITY/TOWN taxes, the DEPARTMENT OF REVENUE agrees that it will cooperate in the defense, including having its auditor meet with the CITY/TOWN's attorney for informal interviews, providing documents and computer records, preparing for depositions, attending depositions and trial as witnesses, and assisting in trial/hearing preparation as needed.

If the DEPARTMENT OF REVENUE is the lead jurisdiction in an audit, the DEPARTMENT OF REVENUE will be responsible for coordinating the litigation and representing the CITY/TOWN in any administrative appeals for that audit. If the protest of the audit progresses beyond the administrative level, the CITY/TOWN is responsible for representing itself in the tax matter (that is, at the Board of Tax Appeals, Tax Court and higher courts). It is understood that the Office of the Attorney General will not represent the CITY/TOWN in any matters before any court involving CITY/TOWN's tax, unless the CITY/TOWN and the Office of the Attorney General have agreed otherwise.

11. Responsibility for Administrative Review.

Upon the adoption of the Model City Tax Code by any CITY/TOWN, responsibility for administrative review shall be governed by Model City Tax Code Section 570 as amended by Appendix I - Modifications to Model City Code for CITIES/TOWNS in State Collection System and Appendix IV - Modifications to the Model City Tax Code For Cities and Towns in State Collection System Performing Supplementary Local Audits.

12. Collection of Taxes.

- (a) The DEPARTMENT OF REVENUE shall collect any transaction privilege tax, use tax, severance tax, jet fuel excise and use tax, and rental occupancy taxes imposed by the CITY/TOWN, under the provisions of their ordinances prior to adoption of the Model City Tax Code, or provisions of the Code after adoption, commencing on the ____ day of _____, 20____, and continuing until this Agreement is terminated as hereinafter provided.
- (b) Taxpayers who are subject to the CITY/TOWN taxes shall pay those taxes to the DEPARTMENT OF REVENUE as provided in A.R.S. § 42-5014(A). Tax payments shall be accompanied by a return prepared by the taxpayer on a form prescribed by the DEPARTMENT OF REVENUE.

13. Financing Collection of Taxes.

The costs incurred by the DEPARTMENT OF REVENUE in administering this Agreement shall be financed through the State general fund appropriation to the DEPARTMENT OF REVENUE.

14. Remittance of Collected Taxes to CITY/TOWN.

- (a) Funds collected by the DEPARTMENT OF REVENUE under this Agreement shall be remitted to the CITY/TOWN weekly on the basis of actual collections. Remittances shall be made by noon of the Monday after the end of the week in which the collections were made.
- (b) When the DEPARTMENT OF REVENUE collects taxes due to the CITY/TOWN and the State, the CITY/TOWN shall be remitted its share of the taxes collected.
- (c) Delinquent accounts shall be collected by the DEPARTMENT OF REVENUE. In the event that this Agreement is terminated, net amounts collected after the termination date shall be forwarded to the CITY/TOWN weekly on the basis of actual collections.

15. Term of Agreement and Termination.

- (a) The initial term of this Agreement shall be through June 30th following the date of execution. This Agreement shall automatically be renewed for successive one year terms thereafter unless either party shall terminate this Agreement by notice, in writing, to the other not later than ninety (90) days prior to the expiration of the term then in effect. The notice of termination shall be mailed and served on the other party in accordance with Provision 17 of this Agreement.
- (b) If any CITY/TOWN ordinance or state legislation enacted subsequent to the date of this Agreement substantially affects the performance of this Agreement by either party or substantially diminishes the benefits that either party would receive under this Agreement, either party may then terminate the Agreement, by giving at least a 30 day written notice to the other party. The termination will become effective immediately upon the expiration of the notice period.
- (c) The DEPARTMENT OF REVENUE, or the CITY/TOWN may, within three years after its execution, cancel this Agreement without penalty or further obligation pursuant to A.R.S. § 38-511 if any person significantly involved in initiating, negotiating, securing, drafting or creating the Agreement on behalf of the DEPARTMENT OF REVENUE or CITY/TOWN is, or becomes, at any time while the Agreement or any extension of the Agreement is in effect, an employee or agent of any other party to this Agreement in any capacity or a consultant to any other party of the contract with respect to the subject matter of the Agreement. Such cancellation shall be effective when written notice from the Governor or the Chief Executive Officer of the CITY/TOWN is received by other parties to this Agreement, unless the notice specifies a later time.
- (d) Notwithstanding any provision to the contrary herein, both parties may by mutual agreement provide for the termination of this Agreement upon such terms and at such time as is mutually agreeable to them.

16. Non-availability of Funds.

Every payment obligation of the State under this Agreement is conditioned upon the availability of funds appropriated or allocated for the payment of such obligation. If funds are not allocated and available for the continuance of this Agreement, this Agreement may be terminated by the State at the end of the period for which funds are available. No liability shall accrue to the State in the event this provision is exercised, and the State shall not be obligated or liable for any future payments or for any damages as a result of termination under this paragraph.

17. Notice.

- (a) When any Notice to the CITY/TOWN is required under the terms of this Agreement, such Notice shall be mailed to the CITY/TOWN at the following address, directed to the attention of:

Michael Scannell - Town Manager

473 S. Main Street

Camp Verde, AZ 86322

- (b) When any Notice to the DEPARTMENT OF REVENUE is required under the terms of this Agreement, such Notice shall be mailed to:

ARIZONA DEPARTMENT OF REVENUE

Attn: Director

1600 W. Monroe

Phoenix, AZ 85007

18. Non-discrimination.

- (a) The DEPARTMENT OF REVENUE and CITY/TOWN shall comply with Executive Order 99-4, which mandates that all persons, regardless of race, color, religion, sex, age, national origin or political affiliation, shall have equal access to employment opportunities, and all other applicable State and Federal employment laws, rules, and regulations, including the Americans with Disabilities Act. The DEPARTMENT OF REVENUE and CITY/TOWN shall take affirmative action to ensure that applicants for employment and employees are not discriminated against due to race, creed, color, religion, sex, national origin or disability.
- (c) The DEPARTMENT OF REVENUE and CITY/TOWN shall also comply with all state and federal laws concerning Immigration and with Executive Order 2005-30 Ensuring Compliance with Federal Immigration Laws by State Employers and Contractors. (See <http://www.azsos.gov/aar/2005/44/governor.pdf>)

19. Third Party Antitrust Violations.

The CITY/TOWN assigns to the DEPARTMENT OF REVENUE any claim for overcharges resulting from antitrust violations to the extent that such violations concern materials or services supplied by third parties to the CITY/TOWN toward fulfillment of this Agreement.

20. Audit of Records.

The CITY/TOWN shall retain all data, books, and other records (“Records”) relating to this Agreement for at least five (5) years (a) after termination of this Agreement, and (b) following each annual renewal thereof. All Records shall be subject to inspection by audit by the State at reasonable times. Upon request, the CITY/TOWN shall produce the original of any or all such records. This Agreement is subject to A.R.S. § 35-215.

21. Amendments.

Any amendments to or modification of this Agreement must be executed in writing in accordance with the provisions of this Agreement.

22. Mutual Cooperation.

In the event of a disagreement between the parties with regard to the terms, provisions and requirements of this Agreement or in the event of the occurrence of any circumstances bearing upon or affecting this Agreement, parties hereby agree to mutually cooperate in order to resolve the said disagreement or deal with the said circumstance.

23. Arbitration.

To the extent required by A.R.S. §§ 12-1518(B) and 12-133, the parties agree to resolve any dispute arising out of this Agreement by arbitration.

24. Implementation.

The implementation and execution of the provisions of this Agreement shall be the responsibility of the Director of the DEPARTMENT OF REVENUE or his representative and the Mayor or his/her designee on behalf of the CITY/TOWN.

25. Limitations.

Nothing in this Agreement shall be construed as limiting or expanding the statutory responsibilities of the parties in performing functions beyond those granted to them by law, or as requiring the parties to expend any sum in excess of their appropriations.

26. Signature Authority.

(a) This Agreement is entered into and is effective as of the date filed with the Secretary of State.

APPENDIX A

ARIZONA DEPARTMENT OF REVENUE CONFIDENTIALITY REQUIREMENTS

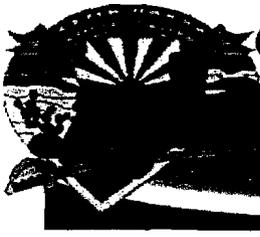
General

- 1.1 All state tax returns are confidential. All information related to the filing, processing, examining, or auditing of a state tax return is confidential. The Arizona Revised Statutes, Title 42, Sections 2001 through 2004 are the laws governing confidentiality.
- 1.2 Data reported on license applications for transaction privilege tax, luxury tax, use tax, and withholding tax is confidential.
- 1.3 Confidential information shall not be disclosed if the Arizona Department of Revenue determines that disclosure would seriously impair any civil or criminal tax investigation. Confidential information shall not be disclosed if the disclosure is contrary to the United States Internal Revenue Code.
- 1.4 Confidential information may be used for legitimate tax administration activities only. Tax administration includes the following:
 - a. Assessment activities
 - b. Collection activities
 - c. Enforcement activities
 - d. Computer processing
 - e. Computer storage
 - f. Statistical gathering functions
 - g. Policy making functions
 - h. Management of all of the above
- 1.5 Only the Arizona Department of Revenue may respond to a request for information concerning the Department's confidential information. Refer any request for Department of Revenue information to the Department's Disclosure Officer.
- 1.6 All Department of Revenue materials, including paper, tape, microfilm, and microfiche, must be secured for confidentiality. Place all Department of Revenue materials in a locked drawer or cabinet when you leave the work area. Keep these materials away from the eye of the public. This includes cleaning people and security guards.
- 1.7 Statistical information derived from confidential information may be disclosed if it does not reveal confidential facts attributable to any one taxpayer. On a statewide basis, no statistical information may be released that contains information from fewer than three taxpayers in a grouping. For an area that is less than state level (county or city), data from at least ten taxpayers must be in a grouping.

- 1.9 All confidential materials must be returned to the Department of Revenue or shredded when no longer needed. Do not place confidential materials in the garbage or recycle bins.

Precautionary Notes

- 2.1 A third party can easily view confidential information on the screen of a computer terminal visible to the public. Terminals should be placed in such a manner that prohibits public viewing.
- 2.2 Employees assisting the public must ensure that information concerning other taxpayers is not visible to the taxpayer they are assisting. For example, if there is a stack of returns on your desk that you were working on prior to assisting someone, cover the top return with a blank sheet of paper while the taxpayer is sitting by your desk. Always secure information when the area is unsupervised.
- 2.3 Do not leave confidential printouts in public areas such as hallways. When transporting confidential materials you should make sure to cover the materials so that wandering eyes cannot see the information.
- 2.4 Do not discuss confidential information in elevators, restrooms, the cafeteria, or other public areas. Do not discuss confidential information with family members.



Camp Verde, Arizona

LETTER OF INTEREST

Name: <i>Jackie Baker</i>		Date: <i>1-31-08</i>	
Home Address: <i>1432 N. Powderhorn Rd. Camp Verde AZ. 86322</i>			
Mailing Address, if different: <i>same</i>			
Email Address: <i>sarge_jb@msn.com</i>			
Home Telephone: <i>564-4279</i>		Work Telephone: _____	
Are you a resident of the Town of Camp Verde? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		Do you own commercial property in the Town of Camp Verde <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Length of residency in the Town of Camp Verde: <i>22 1/2 yrs.</i>		Do you operate a business in Camp Verde? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Name and address of business, (if applicable): <i>N/A</i>			
If you are not in business in The Town of Camp Verde, please list your occupation; or if retired, please indicate your former occupation or profession: <i>retired insurance agent</i>			
Are you now serving, or have you ever served, on a Town of Camp Verde board or commission? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, please list names of board/commission and dates served: <i>Town Council - 1999 - 2007</i>			
Board & Commission preference (s): Refer to the last page for a list of Boards & Commissions. List your choices in order of preference:			
1. _____		3. _____	
2. _____		4. _____	
Education and Community Service			
Schools Attended:		Degree:	Year
<i>See Attached Letter</i>			
Civic Activities-Service Organizations		Office Held:	Year Begun:
			Year Ended:
Please state why you would like to be appointed to a Town Board, Commission, or Committee: _____			
What do you believe is the key responsibility of Board, Commission or Committee member to: (a) The Town Council, (b) The citizens of Camp Verde (c) other Board, Commission or Committee members?			
(a) _____			
(b) _____			
(c) _____			

Please state the reasons why you feel you are qualified to serve on a Board, Commission or Committee:

See attached letter

Applications are kept on file for two years. During that time, your application will be considered when there is an opening for the Board or Commission for which you have applied. As a candidate to a Board, Commission or Committee, your name, address and telephone number will be available to the media and public.

Please notify the Clerk's Office at (928) 567-6631, extension 100 if you move or no longer wish to be considered for appointment.

If you have a current resume and/or certificate that may be applicable to your Board, Commission or Committee interest, please attach a copy to this application.

Mail or deliver your completed application to: Town of Camp Verde, Attn: Clerk's Office, 473 S. Main Street, Camp Verde, AZ 86322.

If appointed to a Board/Commission/Committee, I understand that Members of boards or commissions may be removed for cause including excessive lack of attendance, absences of three consecutive meetings or more than half of all scheduled meetings in any municipal year, or improper conduct as determined by the Mayor and Council.

Applicant's Signature: Jackie Baker Date: 1-31-08

Date:
Date Contacted & Invited to Appear before Council:
Staff Contacting Individual:
Date Appointed by Council:
Board or Commission appointed to:

OVERVIEW OF THE TOWN OF CAMP VERDE BOARDS AND COMMISSIONS

Planning & Zoning Commission		
Duties: Analyzes reviews and makes recommendations to Council regarding land use and development-related issues.		
Residency Requirement: 2003-A261 must reside within the corporate limits of the Town		
Membership: Seven members	Term: Three Years	Meetings: First and Second Thursday at 6:30 p.m.
Board of Adjustments & Appeals		
Duties: Hears and decides appeals made by individuals regarding construction codes and decisions made by the Town Building Official. Hears and decides appeals or decisions made by the Zoning Administrator.		
Residency Requirement: 2003-A261 must reside within the corporate limits of the Town		
Membership: Seven members	Term: Three Years	Meetings: Third Tuesday at 3:00 p.m. as needed.
Parks & Recreation Commission		
Duties: Recommends to Council regulations, policies and fees for the use, control and improvements of public parks.		
Residency Requirement: 2003-A261 must reside within the corporate limits of the Town. Council may waive the residency requirements with good cause.		
Membership: Seven members	Term: Three Years	Meetings: First Tuesday at 5:30 p.m.
Design Review		
Duties: Reviews and approves design aspects for new commercial development, industrial development, institutional development, all types of subdivision, multi-family development, Planned Area Developments, Planned Unit Development, and vertical structures to assure conformance with the general intentions and provisions of the Design Review Ordinance		
Residency Requirements: 2003-A261 must reside within the corporate limits of the Town. Council may waive the residency requirements with good cause.		
Membership: Six members (must meet qualifications) and one representative from P&Z	Term: Three Years Commission member serves 6 months	Meetings: Second Tuesday at 3:00 p.m.
Library Advisory Commission		
Duties: Informs and makes recommendation to Council on matters of public interest and need in relation to the resources and services of the public library.		
Residency Requirements: 2003-A261 must reside within the corporate limits of the Town. Council may waive the residency requirements with good cause.		
Membership: Seven members	Term: Three Years	Meetings: Third Thursday at 6:30 p.m.
Trails & Pathways Commission		
Duties: Informs and makes recommendation to Council on matters relating to Trails & Pathways.		
Residency Requirements: 2003-A261 Citizens who reside outside the Town limits, who are full-time residents (365 days per year) with an 86322 Camp Verde Address are encouraged to serve on the Camp Verde Trails and Pathways Commission.		
Membership: Seven members (must live in 86322 zip code area)	Term: Three Years	Meetings: Second Tuesday at 6:30 p.m.
Housing Commission		
Duties: Inform and makes recommendation to Council on matters relating to affordable work force housing and oversee implementation of the Camp Verde Housing Strategy		
Residency Requirements: 2003-A261 must reside within the corporate limits of the Town		
Membership: Seven members	Term: Three Years	Meetings: Third Tuesday at 4:00 p.m.

Introduction:

Jackie Baker, husband, Bill ("Sarge") Baker, (retired Air Force M/Sgt.). 4 grown children (2 of whom reside in Camp Verde, 1 in Gilbert, AZ. and 1 in Cleveland, OH.); 8 grandchildren and 12 great-grandchildren. Two of our granddaughters have completed their middle and high school years in Camp Verde; one of those young women is attending classes at Yavapai College and one has, several years ago, graduated from ASU and is teaching in California. Several of our great-grandchildren are currently attending Camp Verde schools.

Since moving to Camp Verde in 1985, I have volunteered in the following: Fort Verde Days, Inc. (the organization that sponsored that annual event for several years); Camp Verde Chamber of Commerce (a volunteer for several years and liaison for Town Council while a council member); Friends of Camp Verde (current member); and volunteer for most of our town sponsored events for the past 8 years. Additionally, I worked with the group of volunteer citizens, in 1986, to incorporate our town, which we proudly accomplished in December, 1986.

Due to my husband's Air Force career, our family was required to move many times, and I did not begin my insurance career, as an agent and sales supervisor until 1978. Much of the knowledge that I have gained over these years has been a combination of required licensing courses, classes in Property/Casualty and Life insurance and a number of other courses that were for my own enrichment in my chosen field. In addition, traveling to different states and countries introduced my family to many different ideologies and cultures from which we all received quite an education!

Elected Office:

First elected to Camp Verde Town Council in May, 1999, and Re-elected in the Primary Election of March, 2003. Served 1-year as Vice-Mayor. Appointed as NACOG liaison for council in 2001, I was elected to the NACOG Regional Council's Board of Directors in 2003 and served until 2007. During that time, I was elected as Secretary of the Board, and served as Vice-Chair 2006-2007. While serving on the Board, I also served on subcommittees including Head Start and the Transportation Policy Advisory Committee (TPAC). In addition, I served as council liaison member on the NACOG Economic Development Council. Also, in 2000, I was elected by member vote to the AMRRP Board of Directors (our municipal insurance pool for many cities & towns in the state), and served on that Board until June 2007.

My eight (8) years of serving on Camp Verde Town Council has provided me much experience and many supporters. I still retain many contacts in our area and around the state, and I have learned, over those years, just where to look for answers for our citizens needs. I believe that I can fairly state that many people consider me a “peacemaker” and “common sense” advocate.

I have fully supported and researched information for Attainable Housing long before it became a “buzz word” in our area.

My belief is that we have an excellent staff working for our town, and we, as council members, need to stay out of their way. The council needs to set good policies that will keep government “out of the citizens’ hair” and maintain a safe and healthy environment. We need to do all that is possible to support our businesses and schools, so that needs for all of our citizens are available and education is the best to be offered.

We can spend needless and wasted time pointing fingers and laying blame for problems that have arisen, or we can move forward with solutions and learn from past mistakes. At least, that’s what my Mother taught me.

01-31-08P02:20 RCVD



STATE OF ARIZONA
NONPARTISAN
NOMINATION PAPER
AFFIDAVIT OF QUALIFICATION
CAMPAIGN FINANCE LAWS STATEMENT
[A.R.S. §§ 16-311, 16-905(K)(5)]

FOR OFFICE USE ONLY

You are hereby notified that I, the undersigned, a qualified elector, am a candidate for the office of TOWN COUNCIL MEMBER at the General Election to be held on MAY 15, 2007.

I will have been a citizen of the United States for 71 years next preceding my election and will have been a citizen of Arizona for 21 years next preceding my election and will meet the age requirement for the office I seek and have resided in YAVAPAI County for 21 years and in the precinct MONTEZUMA for 21 years before my election.

I do solemnly swear (or affirm) that, at the time of filing, I am a resident of the county, district or precinct which I propose to represent, and as to all other qualifications, I will be qualified at the time of election to hold the office that I seek, having fulfilled the constitutional and statutory requirements for holding said office.

Residence Address 1432 N. POWDERHORN RD CAMP VERDE 86322
(number and street) (city or town) (zip)

Post Office Address N/A
(city or town) (zip)

Print or type your name on the following line in the exact manner you wish it to appear on the ballot. A.R.S. § 16-311.G.

BAKER JACKIE
LAST NAME FIRST NAME

Jackie Baker
CANDIDATE SIGNATURE

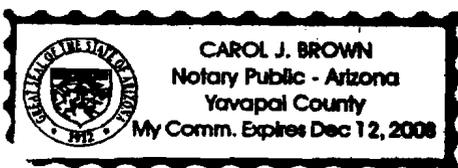
Subscribed AND SWORN to (or affirmed) before me this 11th day of December, 2006.

Carol J. Brown
Notary Public

(Seal)

I have read all applicable laws relating to campaign financing and reporting.

Jackie Baker
CANDIDATE SIGNATURE



**TOWN OF CAMP VERDE
473 S. MAIN STREET SUITE 102
CAMP VERDE, AZ 86322
PHONE: (928)567-6631**

01-31-08P04:49 RCVD

COMMISSION/COMMITTEE/BOARD INTEREST FORM

NAME: Suzy Burnside
PHYSICAL ADDRESS: 607 South Nichols Street
MAILING ADDRESS: POB 2190 Camp Verde Arizona 86322
PHONE (HOME): (928) 567-2733 (WORK): same e-mail bns sb@msn.com

**WHICH COMMISSION/COMMITTEE/BOARD ARE YOU INTERESTED IN?
(ONE FORM FOR EACH COMMISSION/COMMITTEE/BOARD)**

COMMITTEE

- DESIGN REVIEW
- BOARD OF ADJUSTMENTS
- BOARD OF APPEALS
- TRAILS & PATHWAYS COMMISSION
- HOUSING COMMITTEE

- EQUESTRIAN ARENA FACILITY
- LIBRARY ADVISORY COMMISSION
- PARKS AND RECREATION COMMISSION
- PLANNING AND ZONING COMMISSION
- TOWN COUNCIL (vacancy in middle of term)

PLEASE ANSWER THE FOLLOWING QUESTIONS
(Attach additional sheet if necessary)

1. Why do you want to serve on this commission? I enjoy working as a team member and would participate in all issues brought before Council – doing personal research, if required; talking to people within the community; or analyzing data presented by consultants, the Town Manager and Staff to make informed decisions. I feel my involvement and participation on numerous Town committees, commissions and boards could compliment the knowledge of the seated council and I would enjoy being part of the solution to the many challenges facing our community.

1. Tell us about yourself. How long have you lived in the area, your experience, your interest in the community. Any general information you feel pertinent. I was raised in the Phoenix area, attended Scottsdale and Arcadia High schools, ASU and the U of A. I lived 7 years in West Germany, employed for 5 of those years by the Federal Language Agency (Bundessprachenamt) as a teacher of Parliamentary Procedure and formal debate My work experience spanned the years from 1962 until 1993 beginning with a Clerk position at Motorola WMEC, Personnel Director (Amfac-Rhodes Dept Store), Medical Office Manager, Legal Administrator, Office Manager for an Investment R.E. Office (Marcus & Millichap), General Manager of a Builder-Supplier Division (Edwards Investments), Coordinator-Project Manager-Contractor and Field Superintendent for Medical Office Buildings (Edwards Construction) working with lenders, architects, engineers and all trades from feasibility

studies to turn-key completion of the project(s). Moving to Camp Verde was a decision many have made for similar reasons – to get away from the demands of a fast-paced demanding lifestyle to raise our son in a community environment and establish a mom and pop business. Camp Verde has proven to be and remains this type of community. A former Mayor encouraged me to become involved with community issues to better understand the nature of Camp Verde. This was sound advice and after fourteen years, I am still learning.

2. What experience and/or knowledge do you have that makes you uniquely qualified to serve on this commission?

I like Camp Verde and the people who, as we do, call it home. I was appointed to the first Board of Appeals and have watched the evolution from adoption of the UBC to the current 13 Codes of the ICC including the development of a P&Z Department, complete with Design Review Board and Impact fees, all of which Camp Verde has survived. I was part of the group of citizens that developed the first General Plan for the Town adopted in 1998, serving as research person and on the Transportation Committee and Economic Development Committee. I served on the Election Board for our precinct until the introduction of the Mail ballot with many individuals who had served in excess of 20 years. The commitment of these individuals and the turnout of our voters demonstrated to me, at every election, the concern our citizens have for our political system and the faith and trust they place in elected officials is not to be taken lightly. I served on the Business Retention and Expansion Committee for the Chamber of Commerce, being a member of the Chamber from 1993 through 2006. I served on the Parks and Recreation Commission from June of 1994 through September of 1998, on the P&Z Commission from October of 2002 until January of 2004, resigning because of my commitment as an elected official to the Camp Verde Sanitary District Board of Directors (1998-2006).

3. What do you believe the duties of this commission are and how much time do you expect to spend accomplishing these tasks?

I believe the Council is intended to consider rules and regulations, policies and procedures that take into account the desires of the community to retain the essence of Camp Verde, which is unique. The Council serves the community and must impartially represent the interests of all who live here respecting the diversity within our Town. Above all, a Council person must listen, hear what is being said and without bias, consider opposing viewpoints presented by fellow Council members and the public in the decision-making process. The public business must be conducted in public. The time spent will vary every week from experience, from a few hours a day to a 24-hour day depending on the material to be considered and if appointed by Council to serve out the term of Councilman Parry, I would commit to the time required.

4. (Answer only if you are applying for Planning & Zoning Commission) Have you read the Camp Verde General



STATE OF ARIZONA
NOMINATION PAPER
- AFFIDAVIT OF QUALIFICATION
CAMPAIGN FINANCE LAWS STATEMENT
[A.R.S. §§ 16-311, 16-905(K)(5)]

FOR OFFICE USE ONLY

You are hereby notified that I, the undersigned, a qualified elector, am a candidate for the office of Councilman subject to the action of the Non-Partisan Party, at the Primary Election to be held N/A, should I be nominated.

I will have been a citizen of the United States for _____ years next preceding my election and will have been a citizen of Arizona for 64 years next preceding my election and will meet the age requirement for the office I seek and have resided in Yavapai County for 14 years and in the precinct _____ for 14 years before my election.

I do solemnly swear (or affirm) that, at the time of filing, I am a resident of the county, district or precinct which I propose to represent, and as to all other qualifications, I will be qualified at the time of election to hold the office that I seek, having fulfilled the constitutional and statutory requirements for holding said office.

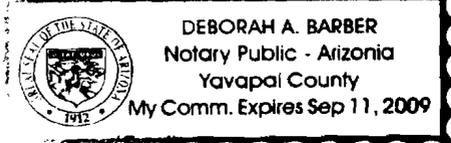
607 So Nichols Actual residence address or description of place of residence Camp Verde (city or town) 86322 (zip)

Post Office Address POB 2190 Camp Verde (city or town) 86322 (zip)

Print or type your name on the following line in the exact manner you wish it to appear on the ballot. A.R.S. § 16-311.G.
B _____
LAST NAME FIRST NAME

Suzzy Burnside
CANDIDATE SIGNATURE

Subscribed AND SWORN to (or affirmed) before me this 31st day of January, 2008



Deborah A. Barber
Notary Public

I have read all applicable laws relating to campaign financing and reporting.

CANDIDATE SIGNATURE

TOWN OF CAMP VERDE
473 S. MAIN STREET SUITE 102
CAMP VERDE, AZ 86322
PHONE: (928)567-6631

01-10-08P03:43 RCVD

COMMISSION/COMMITTEE/BOARD INTEREST FORM

NAME: Harry J. Duke
PHYSICAL ADDRESS: 325 W Mesa Ln Camp Verde, AZ 86322
MAILING ADDRESS: SAME
PHONE (HOME): 567-9727 (WORK): _____ e-mail _____

**WHICH COMMISSION/COMMITTEE/BOARD ARE YOU INTERESTED IN?
(ONE FORM FOR EACH COMMISSION/COMMITTEE/BOARD)**

COMMITTEE

- DESIGN REVIEW
 BOARD OF ADJUSTMENTS
 BOARD OF APPEALS
 TRAILS & PATHWAYS COMMISSION
 HOUSING COMMITTEE

- EQUESTRIAN ARENA FACILITY
 LIBRARY ADVISORY COMMISSION
 PARKS AND RECREATION COMMISSION
 PLANNING AND ZONING COMMISSION
 TOWN COUNCIL (vacancy in middle of term)

PLEASE ANSWER THE FOLLOWING QUESTIONS

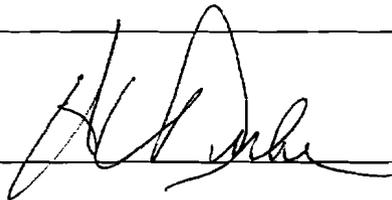
(Attach additional sheet if necessary)

1. Why do you want to serve on this commission? In the General Election the voters of Camp Verde issued a strong call for me to serve on the Town Council. I was not elected but a seat is now vacant and I feel led to apply for this seat and hope to serve.
2. Tell us about yourself. How long have you lived in the area, your experience, your interest in the community. Any general information you feel pertinent. As a resident of Camp Verde for thirty two years I have served this community as Postmaster and I would like to continue to serve the residents as a member of the Town Council.
3. What experience and/or knowledge do you have that makes you uniquely qualified to serve on this commission? As a manager for the Postal Service for over forty years I have had to deal with Budgets, Personnel issues, planning, staffing, safety issues, problem solving and dealing with the public on a daily basis.

4. What do you believe the duties of this commission are and how much time do you expect to spend accomplishing these tasks? The Town Council as an elected body, by the people of this community, are entrusted with the responsibility for acting on the behalf of the community. What ever time is needed to discharge the duties of this position.

5. (Answer only if you are applying for Planning & Zoning Commission) Have you read the Camp Verde General Plan? How does the General Plan relate to decisions you will be making as a commissioner? What do you think of the General Plan as it is now and where do you see it going in the future? _____

SIGNATURE: _____



DATE: _____

1/19/08

1-28-08 - Harry in office - would like to keep his name in the hat.

FOR OFFICE USE ONLY

DATE CONTACTED & INVITED TO APPEAR BEFORE COUNCIL	<u>1-15-08</u>
STAFF CONTACTING INDIVIDUAL	<u>SM</u>
DATE APPEARED BEFORE COUNCIL	_____
DATE APPOINTED	_____

Note: Interest forms will be held for a period of six months and reviewed as openings occur.



STATE OF ARIZONA
NONPARTISAN
NOMINATION PAPER
AFFIDAVIT OF QUALIFICATION
CAMPAIGN FINANCE LAWS STATEMENT
[A.R.S. §§ 16-311, 16-905(K)(5)]

FOR OFFICE USE ONLY

You are hereby notified that I, the undersigned, a qualified elector, am a candidate for the office of Town Council at the General Election to be held on 3/13/2007.

I will have been a citizen of the United States for 60 years next preceding my election and will have been a citizen of Arizona for 60 years next preceding my election and will meet the age requirement for the office I seek and have resided in YAVAPAI County for 77 2/3 years and in the precinct Camp Verde for 36 years before my election.

I do solemnly swear (or affirm) that, at the time of filing, I am a resident of the county, district or precinct which I propose to represent, and as to all other qualifications, I will be qualified at the time of election to hold the office that I seek, having fulfilled the constitutional and statutory requirements for holding said office.

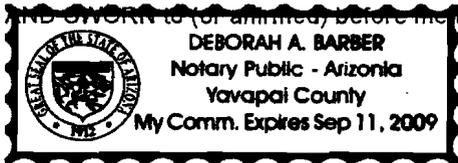
Residence Address 365 W. MESA LANE CAMP VERDE AZ 86322
(number and street) (city or town) (zip)

Post Office Address 365 W. MESA LANE CAMP VERDE AZ 86322
(city or town) (zip)

Print or type your name on the following line in the exact manner you wish it to appear on the ballot. A.R.S. § 16-311.G.
Duke HARRY L.
LAST NAME FIRST NAME

Harry L. Duke
CANDIDATE SIGNATURE

Subscribed AND SWORN to (or affirmed) before me this 11 day of December, 2006.



Deborah A. Barber
Notary Public

I have read all applicable laws relating to campaign financing and reporting.

Harry L. Duke
CANDIDATE SIGNATURE

TOWN OF CAMP VERDE
PO BOX 710
CAMP VERDE, AZ 86322
PHONE: (928) 567-6631

01-10-08P12:48 RCVD

COMMISSION/COMMITTEE/BOARD INTEREST FORM

NAME: DAVE FREEMAN

PHYSICAL ADDRESS: 1155 RIO VERDE LANE

MAILING ADDRESS: same

PHONE (HOME) : 567-0232 (WORK) 760-524-7726 :e-mail dkfreeman@qwest.net

**WHICH COMMISSION/COMMITTEE/BOARD ARE YOU INTERESTED IN?
(ONE FORM FOR EACH COMMISSION/COMMITTEE/BOARD)**

- | | | | |
|--------------------------|------------------------------|-------------------------------------|--|
| <input type="checkbox"/> | DESIGN REVIEW | <input type="checkbox"/> | EQUESTRIAN FACILITY COMMITTEE |
| <input type="checkbox"/> | BOARD OF ADJUSTMENTS | <input type="checkbox"/> | LIBRARY ADVISORY COMMISSION |
| <input type="checkbox"/> | BOARD OF APPEALS | <input type="checkbox"/> | PARKS AND RECREATION COMMISSION |
| <input type="checkbox"/> | TRAILS & PATHWAYS COMMISSION | <input type="checkbox"/> | PLANNING AND ZONING COMMISSION |
| <input type="checkbox"/> | HOUSING COMMITTEE | <input checked="" type="checkbox"/> | TOWN COUNCIL (vacancy in middle of term) |

PLEASE ANSWER THE FOLLOWING QUESTIONS

(Attach additional sheet if necessary)

1. Why do you want to serve on this commission? please see attached

2. Tell us about yourself. How long have you lived in the area, your experience, your interest in the community. Any general information you believe pertinent. please see attached

3. What experience and/or knowledge do you have that makes you uniquely qualified to serve on this commission?

please see attached.

4. What do you believe the duties of this commission are and how much time do you expect to spend accomplishing these tasks? _____

please see attached.

5. (Answer only if you are applying for Planning & Zoning Commission) Have you read the Camp Verde General Plan? How does the General Plan relate to decisions you will be making as a commissioner? What do you think of the General Plan as it is now and where do you see it going in the future? _____

please see attached.

SIGNATURE: _____

Daniel J. Herman

DATE: *1/10/08*

1-28-08 Dave in office - would like to have his name reconsidered

FOR OFFICE USE ONLY

DATE CONTACTED & INVITED TO APPEAR BEFORE COUNCIL	<i>1-15-08</i>	<i>Left message</i>
STAFF CONTACTING INDIVIDUAL	<i>SM</i>	
DATE APPEARED BEFORE COUNCIL	_____	
DATE APPOINTED	_____	

Note: Interest forms will be held for a period of six months and reviewed as openings occur.

Town of Camp Verde – Commissions/Committee/Board Interest Form

Addendum – Dave Freeman – Applicant for Vacancy on Council – Jan 10, 2007

1. Why do you want to serve on this Council?

I would like to serve on the Town Council as a replacement for the seat vacated by Mike Parry as I feel I have a lot to offer. I have gained invaluable experience and insight over the last few years of my involvement on commissions and committees. I love this town and the surrounding area of Camp Verde and wish to do my part to preserve this country, rural southwestern ambiance and its important historic values while balancing the vitally important issues of growth and development so as to continue to provide a very desirable and unique community that all citizens can fully enjoy and be very proud of.

2. Tell us about yourself....

I am 65 years of age, very energetic and well educated both in institutions of higher learning and in the school of hard knocks. I have a vast amount and variety of real world life experiences. I am currently self-employed, fighting retirement, and have always desired to make a difference in any of my significant endeavors. I have lived and worked in very rural areas, ranch and farm areas, small towns and big towns and even on a sailboat!

I have been:

- A general building contractor with up to 18 employees and received cover feature article recognition.
- A successful teacher of a wide range of topics and levels from junior high thru graduate school.
- A probation counselor working with kids with drug related offenses.
- An Outward Bound instructor/advisor of wilderness survival/mountaineering for disadvantaged youth.
- A coach of many sports and youth activities.
- A Peace Corps Volunteer developing a YMCA in South America and became locally respected as the medical resource/veterinarian in the rural/jungle area where I was also involved in caring for injured horses and other livestock. I also developed a commercial chicken-raising co-op to build town income.
- An owner of a yacht repair business/yard and sailed extensively throughout Central/South America.
- A design/developer of software for top-secret military communications and business web applications for four Fortune 500 companies and won a NSF award for developing software for the sight impaired.

I am currently:

- Active in Camp Verde as the Chairperson of the Planning & Zoning Commission, having previously served as Vice-Chairperson and am also an original member of the Housing Commission. I was on the Town Site Redevelopment Committee, the Impact Fee Committee, Design Review study group, researched and provided CV Community Development an up-to-date database of street names, with historic references, to encourage and educate developers to make good choices.
- Active in local community theater on stage, chief of set construction, and member of the Board of Directors of Verde Valley Theater.
- Involved with preserving the both the river water and ground water for the Verde Valley.
- Involved with Sustainable Arizona, “green construction”, and active in promoting geothermal heating/cooling integrated with solar heating to save money, energy and reduce green house gases.

Additionally, I have retained some fluency in Spanish, and always had a passion for cool nostalgic hot rods and NHRA quarter miler drag racing.

All of the above is very pertinent when working and relating with a community that has even a wider range of diverse life experiences.

My wife and I spent over 10 years visiting the greater Verde Valley and over that time purchased properties where we thought we might someday retire. However, we fell completely in love with Camp Verde many years ago at a Corn Festival and 3 years ago we were most fortunate in finding our dream place right off Salt Mine Road. We love our home, neighbors, town and new life-style and wish to give back to the community by helping preserve the essence and ambience of this town as it struggles to cope with the ever-pressing and demanding issues of growth and development and its need to keep everything in proper perspective and balance and maintain a unique and precious life style and quality of life for all.

3. What experience and/or knowledge do you have ...

I am a good communicator; organizer, presenter and I listen very well! I am a fast learner and feel comfortable and confident with new challenges and environments. I am creative and feel that I am a good facilitator and problem solver. I enjoy and respect the historical and cultural values of the past and also have a good understanding of the modern pressures and demands being placed on all of us today.

I have been a small businessman/independent contractor for most of my professional years and understand first hand the needs of business. I have traveled extensively and have learned first hand what make a vibrant forward looking town that is fun to live and work in and I have experience just the opposite, watching towns decay and become undesirable, unsafe and unpleasant with a lack of services and a government unresponsive to its citizens. I feel this first hand knowledge will give me some insight on how to assist Camp Verde to reach its full potential.

I have been a general contractor for many years and am intimately acquainted with the challenges and the technical aspects of construction, land use and development. I have been an active investor in real estate for many years. As a contractor, I specialized in restoring early southwest and classic period homes to their original architectural beauty and charm while at the same time completely modernizing them to have all the conveniences of any modern home today. I understand both the supply and demand side of residential and commercial growth, the needs of the developer and new homebuyers, the commercial businessman as well as the needs of the town and its citizens. I truly believe that a vibrant town such as Camp Verde must have a diverse spectrum of residential housing and commercial facilities to give people of all economic means a place to live and work and play. I hope to provide the necessary help in balancing all these needs to build a town that continues to provide the rural, western charm and hospitality of a simpler and slower paced time and yet will have all the modern conveniences, physical and economic infrastructure that is so vital to a town that is moving all too quickly into a growth explosion.

4. What do you believe the duties of this council are

The role of the Council and its members is to provide leadership to the town, listen to the constituency with open minds, bring experience, research, clarity of thought and wisdom to each issue, educate those who may not understand the full implications and ramifications of particular issues, be the brain-stormers and problem solvers on town related issues, unify the focus of the town on projects, endeavors and issues, be exemplary in their conduct of public matters, provide the transparency to foster trust and confidence and be the healers of divisive issues to allow the whole town governance to work together as a positive, cohesive and successful united force.

The role I hope to play is to proactively guide and focus the wide variety of growth demands placed on Camp Verde by all those who wish to build here to not only have them comply with the LETTER of the General Plan, but to have them want to comply with the SPIRIT of it as well. I feel I need to be the advocate for the citizens of Camp Verde, to be their champion for what is right and best for them now and in their future. I hope to help protect the ambience that they so strongly feel is vital for maintaining their community and life style as they have so clearly wished and expressed while at the same time making Camp Verde a viable and economically



STATE OF ARIZONA
NOMINATION PAPER
AFFIDAVIT OF QUALIFICATION
CAMPAIGN FINANCE LAWS STATEMENT
[A.R.S. §§ 16-311, 16-905(K)(5)]

FOR OFFICE USE ONLY

You are hereby notified that I, the undersigned, a qualified elector, am a candidate for the office of COUNCIL subject to the action of the _____ Party, at the Primary Election to be held _____, should I be nominated.

I will have been a citizen of the United States for 65 years next preceding my election and will have been a citizen of Arizona for 3 years next preceding my election and will meet the age requirement for the office I seek and have resided in YAVAPAI County for 3 years and in the precinct CAMP VERDE for 3 years before my election.

I do solemnly swear (or affirm) that, at the time of filing, I am a resident of the county, district or precinct which I propose to represent, and as to all other qualifications, I will be qualified at the time of election to hold the office that I seek, having fulfilled the constitutional and statutory requirements for holding said office.

1155 RIO VERDE LN CAMP VERDE 86322
Actual residence address or description of place of residence (city or town) (zip)

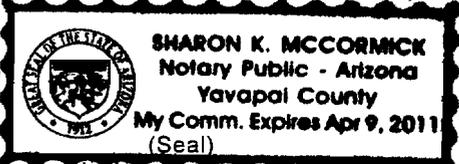
Post Office Address _____ (city or town) (zip)

Print or type your name on the following line in the exact manner you wish it to appear on the ballot. A.R.S. § 16-311.G.

LAST NAME FIRST NAME

[Signature]
CANDIDATE SIGNATURE

Subscribed AND SWORN to (or affirmed) before me this 30th day of January, 2008.



[Signature]
Notary Public

I have read all applicable laws relating to campaign financing and reporting.

CANDIDATE SIGNATURE

TOWN OF CAMP VERDE
473 S. MAIN STREET SUITE 102
CAMP VERDE, AZ 86322
PHONE: (928)567-6631

01-31-08P04:05 RCVD

COMMISSION/COMMITTEE/BOARD INTEREST FORM

NAME: Charles C. GERMAN
PHYSICAL ADDRESS: 1167 S. McCracken Lane
MAILING ADDRESS: P.O. Box 327, Camp Verde, Az 86322
PHONE (HOME): 928-567-3596 (WORK): _____ e-mail ljcgerman@msn.com

**WHICH COMMISSION/COMMITTEE/BOARD ARE YOU INTERESTED IN?
(ONE FORM FOR EACH COMMISSION/COMMITTEE/BOARD)**

COMMITTEE

- DESIGN REVIEW
 BOARD OF ADJUSTMENTS
 BOARD OF APPEALS
 TRAILS & PATHWAYS COMMISSION
 HOUSING COMMITTEE

- EQUESTRIAN ARENA FACILITY
 LIBRARY ADVISORY COMMISSION
 PARKS AND RECREATION COMMISSION
 PLANNING AND ZONING COMMISSION
 TOWN COUNCIL (vacancy in middle of term)

PLEASE ANSWER THE FOLLOWING QUESTIONS

(Attach additional sheet if necessary)

1. Why do you want to serve on this ^{council} commission? I would like to serve in this capacity to assist in the development of consistency, stability and positive image of Camp Verde Town Government.

2. Tell us about yourself. How long have you lived in the area, your experience, your interest in the community. Any general information you feel pertinent. I moved here from Flagstaff when I was in the second grade. I have lived here except while going to College/University in Flagstaff and 4 years of military service in the U.S. Navy. I have been involved in Camp Verde as a teacher, C.V.U.S.D. School Board Member, Volunteer Camp Verde Fireman and with Library Association and Endowment Board.

3. What experience and/or knowledge do you have that makes you uniquely qualified to serve on this commission? I have held political office as Sec. Treasurer and Fire Chief of The Camp Verde Vol. Fire Dept for approx. 10 years. I was elected to The Camp Verde Unified School District and served 12 years. I have a Masters Degree in Elem. Education and Administration

I believe I have a good understanding of budgeting, setting policy, and setting the direction for an organization. I also believe I have a strength in working with other people.

4. What do you believe the duties of this commission are and how much time do you expect to spend accomplishing these tasks? I see the duties as working together to

set the course and direction of the town through policy, regulation, and directives. Whatever time would be necessary to accomplish the duties as would be assigned or required.

5. (Answer only if you are applying for Planning & Zoning Commission) Have you read the Camp Verde General Plan? How does the General Plan relate to decisions you will be making as a commissioner? What do you think of the General Plan as it is now and where do you see it going in the future? _____

SIGNATURE: _____

Charles German

DATE: _____

1/30/2008

FOR OFFICE USE ONLY

DATE CONTACTED & INVITED TO APPEAR BEFORE COUNCIL _____

STAFF CONTACTING INDIVIDUAL _____

DATE APPEARED BEFORE COUNCIL _____

DATE APPOINTED _____

01-31-08P04:10 RCVD



STATE OF ARIZONA
NOMINATION PAPER
AFFIDAVIT OF QUALIFICATION
CAMPAIGN FINANCE LAWS STATEMENT
[A.R.S. §§ 16-311, 16-905(K)(5)]

FOR OFFICE USE ONLY

You are hereby notified that I, the undersigned, a qualified elector, am a candidate for the office of CAMP VERDE TOWN Council Member subject to the action of the _____ Party, at the Primary Election to be held _____, should I be nominated.

I will have been a citizen of the United States for 65 years next preceding my election and will have been a citizen of Arizona for 65 years next preceding my election and will meet the age requirement for the office I seek and have resided in YAVAPAI County for 57 years and in the precinct CAMP VERDE for 30 years before my election.

I do solemnly swear (or affirm) that, at the time of filing, I am a resident of the county, district or precinct which I propose to represent, and as to all other qualifications, I will be qualified at the time of election to hold the office that I seek, having fulfilled the constitutional and statutory requirements for holding said office.

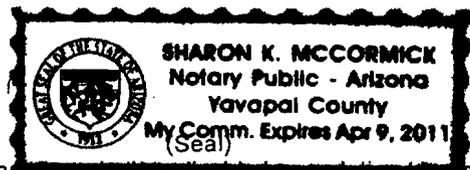
1167 S. McCracken Lane Camp Verde, AZ 86322
Actual residence address or description of place of residence (city or town) (zip)

Post Office Address P.O. Box 327, Camp Verde, Arizona 86322
(city or town) (zip)

Print or type your name on the following line in the exact manner you wish it to appear on the ballot. A.R.S. § 16-311.G.
GERMAN Charles
LAST NAME FIRST NAME

Charles German
CANDIDATE SIGNATURE

Subscribed AND SWORN to (or affirmed) before me this 31 day of January, 2008.



Sharon K McCormick
Notary Public

I have read and approved this statement for campaign financing and reporting.

CANDIDATE SIGNATURE

TOWN OF CAMP VERDE
473 S. MAIN STREET SUITE 102
CAMP VERDE, AZ 86322
PHONE: (928)567-6631

01-09-08A11:07 RCVD

COMMISSION/COMMITTEE/BOARD INTEREST FORM

NAME: Jerry Tobish
PHYSICAL ADDRESS: 283 E. Stolen Blvd.
MAILING ADDRESS: Same as above
PHONE (HOME): 567-8760 (WORK): 567-2288 e-mail AncientbearINAZ@aol.com

**WHICH COMMISSION/COMMITTEE/BOARD ARE YOU INTERESTED IN?
(ONE FORM FOR EACH COMMISSION/COMMITTEE/BOARD)**

- | | | | |
|--------------------------|-----------------------------|-------------------------------------|--|
| <input type="checkbox"/> | DESIGN REVIEW | <input type="checkbox"/> | EQUESTRIAN ARENA FACILITY COMMITTEE |
| <input type="checkbox"/> | BOARD OF ADJUSTMENTS | <input type="checkbox"/> | LIBRARY ADVISORY COMMISSION |
| <input type="checkbox"/> | BOARD OF APPEALS | <input type="checkbox"/> | PARKS AND RECREATION COMMISSION |
| <input type="checkbox"/> | TRAILS & PATHWAYS COMMITTEE | <input type="checkbox"/> | PLANNING AND ZONING COMMISSION |
| <input type="checkbox"/> | HOUSING COMMITTEE | <input checked="" type="checkbox"/> | TOWN COUNCIL (vacancy in middle of term) |

PLEASE ANSWER THE FOLLOWING QUESTIONS

(Attach additional sheet if necessary)

1. Why do you want to serve on this commission? To better serve the interests of Camp Verde. To help maintain the integrity of the council.

2. Tell us about yourself. How long have you lived in the area, your experience, your interest in the community. Any general information you feel pertinent. I've lived in Camp Verde about 7 yrs.

I'm a business man having opened a business of Plain St. over 3 yrs. ago. I have a vested interest in our community.

3. What experience and/or knowledge do you have that makes you uniquely qualified to serve on this commission?

I've held executive positions in major corporations. I consult with numerous federal and state agencies. I have sat on the Board of Directors for private and civic agencies. I am somewhat knowledgeable of the problems facing Camp Verde.

4. What do you believe the duties of this commission are and how much time do you expect to spend accomplishing these tasks?

The duties are to insure the best interests of Camp Verde are at all times upheld.

I will spend as much time as needed.

5. (Answer only if you are applying for Planning & Zoning Commission) Have you read the Camp Verde General Plan? How does the General Plan relate to decisions you will be making as a commissioner? What do you think of the General Plan as it is now and where do you see it going in the future?

SIGNATURE:



DATE:

1/9/08

FOR OFFICE USE ONLY

DATE CONTACTED & INVITED TO APPEAR BEFORE COUNCIL 1-15-08

STAFF CONTACTING INDIVIDUAL Sm

DATE APPEARED BEFORE COUNCIL _____

DATE APPOINTED _____

Note: Interest forms will be held for a period of six months and reviewed as openings occur.

TOWN OF CAMP VERDE
PO BOX 710
CAMP VERDE, AZ 86322
PHONE: (928) 567-6631

01-10-08P04:53 RCVD

COMMISSION/COMMITTEE/BOARD INTEREST FORM

NAME: Robin Whatley
PHYSICAL ADDRESS: 223 Blackbridge
MAILING ADDRESS: same

PHONE (HOME): 567-3101 (WORK) 634-2144 :e-mail rcwhatley@msn.com

**WHICH COMMISSION/COMMITTEE/BOARD ARE YOU INTERESTED IN?
(ONE FORM FOR EACH COMMISSION/COMMITTEE/BOARD)**

- DESIGN REVIEW
- BOARD OF ADJUSTMENTS
- BOARD OF APPEALS
- TRAILS & PATHWAYS COMMISSION
- HOUSING COMMITTEE

- EQUESTRIAN FACILITY COMMITTEE
- LIBRARY ADVISORY COMMISSION
- PARKS AND RECREATION COMMISSION
- PLANNING AND ZONING COMMISSION
- TOWN COUNCIL (vacancy in middle of term)

PLEASE ANSWER THE FOLLOWING QUESTIONS

(Attach additional sheet if necessary)

1. Why do you want to serve on this commission? _____

I believe that the person who fills councilman Parry's council seat should be one that will uphold the ideals that got Mr. Parry elected to the council. People voted for him because they wanted sound town management, smart growth, accountability, and common sense in our town government. I would uphold those ideals and would continue to support them.

2. Tell us about yourself. How long have you lived in the area, your experience, your interest in the community. Any general information you believe pertinent. _____

I am a native Arizonian, born in Prescott, Arizona and raised in Chino Valley. I graduated from Prescott High School and later from Prescott College. I have lived in Camp Verde for 24 years. I have 4 children, 3 of which graduated from Camp Verde High School. My oldest son is a surveyor, the second is attending College of Law at ASU, my daughter is a Certified Pharmacy Technician and my youngest son is a freshman in high school. I am employed by American Heritage Academy as a 6th grade four days a week. I get Fridays off, holidays, weekends, as well as, ten weeks in the summer.

3. What experience and/or knowledge do you have that makes you uniquely qualified to serve on this commission? _____

I have been attending town council meetings regularly for over a year now. Since that time, I have become involved in several town issues including the sewer and the library, as well as, becoming a Parks and Recreation Commissioner last September. Although, I believe that my greatest experience and knowledge for this position has come from being a citizen of Camp Verde and caring deeply for her future.



STATE OF ARIZONA
NOMINATION PAPER
AFFIDAVIT OF QUALIFICATION
CAMPAIGN FINANCE LAWS STATEMENT
[A.R.S. §§ 16-311, 16-905(K)(5)]

FOR OFFICE USE ONLY

You are hereby notified that I, the undersigned, a qualified elector, am a candidate for the office of Town Council subject to the action of the _____ Party, at the Primary Election to be held _____, should I be nominated.

I will have been a citizen of the United States for 51 years next preceding my election and will have been a citizen of Arizona for 48 years next preceding my election and will meet the age requirement for the office I seek and have resided in Yavapai County for 48 years and in the precinct _____ for _____ years before my election.

I do solemnly swear (or affirm) that, at the time of filing, I am a resident of the county, district or precinct which I propose to represent, and as to all other qualifications, I will be qualified at the time of election to hold the office that I seek, having fulfilled the constitutional and statutory requirements for holding said office.

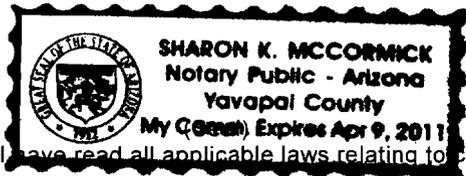
223 Blackbridge Rd. Camp Verde 86322
Actual residence address or description of place of residence (city or town) (zip)
Post Office Address same (city or town) (zip)

Print or type your name on the following line in the exact manner you wish it to appear on the ballot. A.R.S. § 16-311.G.

LAST NAME FIRST NAME

Robin Whalley
CANDIDATE SIGNATURE

Subscribed AND SWORN to (or affirmed) before me this 29 day of January, 2008.



Sharon K. McCormick
Notary Public

I have read all applicable laws relating to campaign financing and reporting.

Robin Whalley
CANDIDATE SIGNATURE

**TOWN OF CAMP VERDE
Council Agenda Action Form**

Meeting Type: Regular

Meeting Date:February 6, 2008

Consent: **Executive Session/Confidential:** Type(s) of Presentation: Verbal Only

AGENDA TITLE: (Be Exact):Discussion, consideration, and possible appointment of a members to the Library Advisory Commission for a term that expires September 2009

PURPOSE AND BACKGROUND INFORMATION: The vacancy occurred when James Long resigned from the Commission. Staff has been advertising for this position since November 2007.

STAFF RECOMMENDATION(S): None

LIST ALL ATTACHMENTS: Letters of Interest from Timothy Sykes.

Type of Document Needing Approval (Check all that apply):

- | | | |
|---|---|--|
| <input type="checkbox"/> Acceptance/Approval | <input type="checkbox"/> Agreement/Contract | <input type="checkbox"/> Emergency Clause |
| <input type="checkbox"/> Final Plat | <input type="checkbox"/> Grant Submission | <input type="checkbox"/> Intergovernmental Agreement |
| <input type="checkbox"/> Liquor/Bingo Application | <input type="checkbox"/> Ordinance | <input type="checkbox"/> Preliminary Plat |
| <input type="checkbox"/> Public Hearing | <input type="checkbox"/> Resolution | <input type="checkbox"/> Special Consideration |
| <input type="checkbox"/> Special/Temp Use Permit | <input type="checkbox"/> Other: | <input type="checkbox"/> Presentation/Report Only |

Finance Director Review

Budgeted/Amount N/A \$NA

Comments:N/A

Fund:

Line Item/:

Submitting Department:Clerks Office

Contact Person:Deborah Barber

Town Manager/Designee:_____

Please Note: You are responsible for checking out, setting up, and returning all special equipment to the Clerk's Office.

TOWN OF CAMP VERDE
473 S. MAIN STREET SUITE 102
CAMP VERDE, AZ 86322
PHONE: (928)567-6631

01-28-08P04:10 RCVD

12-18-07P02:44 RCVD

COMMISSION/COMMITTEE/BOARD INTEREST FORM

NAME: Timothy E. Sykes (Tim Sykes)

PHYSICAL ADDRESS: 3844 Sparrow Ln C.V. AZ 86322

MAILING ADDRESS: Same

PHONE (HOME): 928-567-5730 (WORK): 593-0244 e-mail TLSykes@hotmail.com

**WHICH COMMISSION/COMMITTEE/BOARD ARE YOU INTERESTED IN?
(ONE FORM FOR EACH COMMISSION/COMMITTEE/BOARD)**

COMMITTEE

- DESIGN REVIEW
- BOARD OF ADJUSTMENTS
- BOARD OF APPEALS
- TRAILS & PATHWAYS COMMISSION
- HOUSING COMMITTEE

- EQUESTRIAN ARENA FACILITY
- LIBRARY ADVISORY COMMISSION
- PARKS AND RECREATION COMMISSION
- PLANNING AND ZONING COMMISSION
- TOWN COUNCIL (vacancy in middle of term)

Handwritten initials

PLEASE ANSWER THE FOLLOWING QUESTIONS

(Attach additional sheet if necessary)

1. Why do you want to serve on this commission? I have a common interest in this town, and its history, and its future. I would like to be a part of this council to help maintain and improve its beauty and or growth.

2. Tell us about yourself. How long have you lived in the area, your experience, your interest in the community. Any general information you feel pertinent. I have been in this area for about 7 years. I have resided here in Camp Verde for 5 years. I have worked the events as a vendor. I have an electrical journeyman's license and know much about building and all construction.

3. What experience and/or knowledge do you have that makes you uniquely qualified to serve on this commission? I have no political experience, I'm 43 years old have been a firefighter and electrician most of my adult life. I know most ordinances and codes and feel I would be a positive asset to this council.

4. What do you believe the duties of this commission are and how much time do you expect to spend accomplishing these tasks? I have Been To Some OF The Council meetings In This building and have Spoke on occasion, on Budgets & Events. I Believe in The Council and That it Bennifits This Town. I would spend The Time as needed, and I would Dedicate my Time and Thoughts Required.

5. (Answer only if you are applying for Planning & Zoning Commission) Have you read the Camp Verde General Plan? How does the General Plan relate to decisions you will be making as a commissioner? What do you think of the General Plan as it is now and where do you see it going in the future? _____

SIGNATURE: _____



DATE: 12/18/07

FOR OFFICE USE ONLY

DATE CONTACTED & INVITED TO APPEAR BEFORE COUNCIL	<u>1-15-08</u>	<u>Left message</u>
STAFF CONTACTING INDIVIDUAL	<u>SM</u>	
DATE APPEARED BEFORE COUNCIL	_____	
DATE APPOINTED	_____	

Note: Interest forms will be held for a period of six months and reviewed as openings occur.

TOWN OF CAMP VERDE
Council Agenda Action Form

Meeting Type: Regular

Meeting Date: 2-6-08

Consent: **Executive Session/Confidential:** Type(s) of Presentation: Visual

AGENDA TITLE: (Be Exact): Sales Tax Incentive Report

PURPOSE AND BACKGROUND INFORMATION: As required in ARS 9-500.11G "A city or town shall present a status report of the revenues and expenditures associated with the tax incentive every two years for the duration of the agreement in a public meeting. The sales tax incentive agreement with Steve Coury was initiated in March 2005. The first report should have been given to Council in March 2007. The attached report combines the periods of March 2005 through June 30, 2007. In the future, the reports will be given to Council on a bi-annual basis every odd numbered year; the next report is anticipated to be given to Council in July 2009. For the period of March 2005 through June 30, 2007, a total of \$527,515.26 in sales tax revenues were collected due to the agreement with and annexation of the Steve Coury Buick, Pontiac, GMC dealership. In accordance with the agreement, 1/2 of the sales tax collected was refunded to Steve Coury in the amount of \$263,757.63. Through this agreement, the Town has generated an increase in net sales tax of \$263,757.63 that would not have otherwise been collected.

STAFF RECOMMENDATION(S): Accept the report, thus bringing us into compliance with the provisions set forth in ARS §9-500.116

LIST ALL ATTACHMENTS: ARS 9-500.11; Revenues and expenditure report for the period March 2005 through June 30, 2007.

Type of Document Needing Approval (Check all that apply):

- | | | |
|---|---|--|
| <input checked="" type="checkbox"/> Acceptance/Approval | <input type="checkbox"/> Agreement/Contract | <input type="checkbox"/> Emergency Clause |
| <input type="checkbox"/> Final Plat | <input type="checkbox"/> Grant Submission | <input type="checkbox"/> Intergovernmental Agreement |
| <input type="checkbox"/> Liquor/Bingo Application | <input type="checkbox"/> Ordinance | <input type="checkbox"/> Preliminary Plat |
| <input type="checkbox"/> Public Hearing | <input type="checkbox"/> Resolution | <input type="checkbox"/> Special Consideration |
| <input type="checkbox"/> Special/Temp Use Permit | <input type="checkbox"/> Other: | <input type="checkbox"/> Presentation/Report Only |

Finance Director Review

Budgeted/Amount Yes \$

Comments: There is no impact to the budgeted amounts for this item.

Fund: 01-50-55

Line Item/:6095

Submitting Department: Finance

Contact Person: Michael k. Scannell

Town Manager/Designee: _____

m. k. Scannell 1-2-08

Sales Tax Incentive Report

For the period: March 2005 - June 30, 2007

Total Sales Tax Revenues: \$ 527,515.26

Total Expenditures: \$ 263,757.63

Net Increase in Sales Tax Revenues

Retained by the Town: \$ 263,757.63

**TOWN OF CAMP VERDE
Council Agenda Action Form**

Meeting Type: Regular

Meeting Date: February 6, 2008

Consent: **Executive Session/Confidential:** Type(s) of Presentation: Verbal Only

AGENDA TITLE: Review of the Town's proposed water conservation measures and practices of other surrounding communities followed by discussion, consideration and possible identification and direction to staff to implement additional water conservation methods. (Staff Resource: Michael K. Scannell)

PURPOSE AND BACKGROUND INFORMATION: To ensure a safe, adequate and protected water supply for Camp Verde's future growth it is necessary to identify the methods in which the Town wishes to conserve water resources.

STAFF RECOMMENDATION(S): identify and direct staff to implement additional water conservation methods, such as;

- Educate the public and have handouts available
- Include water conservation ideas in our Town Page
- Partner with the School District to educate children/youth regarding water use
- Provide incentives to builders, contractors, and developers to increase the number of low water use and native plants used in landscaping
- Adopt Ordinances requiring water-conservation irrigation in landscaping
- Work with Yavapai County to promote regional water conservation
- Build Water Portfolio
- Continue working toward purchasing the Camp Verde Water System

LIST ALL ATTACHMENTS: Clerk's office November 26, 2007 memo with attached examples of other communities' water conservation measures and suggestions for the Town's water conservation program.

Type of Document Needing Approval (Check all that apply):

- | | | |
|---|---|--|
| <input type="checkbox"/> Acceptance/Approval | <input type="checkbox"/> Agreement/Contract | <input type="checkbox"/> Emergency Clause |
| <input type="checkbox"/> Final Plat | <input type="checkbox"/> Grant Submission | <input type="checkbox"/> Intergovernmental Agreement |
| <input type="checkbox"/> Liquor/Bingo Application | <input type="checkbox"/> Ordinance | <input type="checkbox"/> Preliminary Plat |
| <input type="checkbox"/> Public Hearing | <input type="checkbox"/> Resolution | <input type="checkbox"/> Special Consideration |
| <input type="checkbox"/> Special/Temp Use Permit | <input checked="" type="checkbox"/> Other: | <input type="checkbox"/> Presentation/Report Only |

Finance Director Review

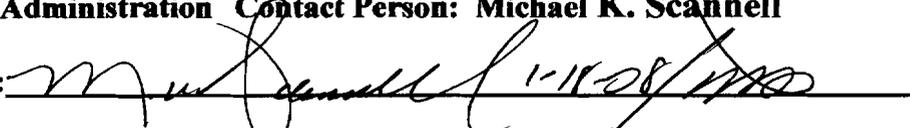
Budgeted/Amount N/A \$0

Comments:

Fund:

Line Item/:

Submitting Department: Administration Contact Person: Michael K. Scannell

Town Manager/Designee:  1-11-08/ms

TOWN OF CAMP VERDE



Memorandum Clerks Office

To: Manager Michael Scannell

From: Clerk's Office

Date: November 26, 2007

Re: Water Conservation

During the November 14, 2007 Regular Council meeting, Council directed staff to 1) prepare a report on our present water conservation measures; 2) review practices of surrounding communities on conservation measures; and 3) report to be delivered by February 2008.

Town of Camp Verde Present Water Conservation Measures

Camp Verde does not own any public water source. Privately owned water companies, individual wells, private ditch companies, and the Sanitary District serve our citizens.

In 2005, the Town of Camp Verde attempted to organize a group of ten citizens for a "Drought Preparedness Plan Committee." Unfortunately, we had no volunteers and the concept failed to come to fruition.

The Town currently owns 2.64 shares of Capital Stock - Eureka Ditch Company and 18.4 acre-feet of water annually from the Woods Ditch (now known as Verde Ditch) for irrigation of the soccer field.

Wells owned by the Town of Camp Verde

- Marshal's Office on First Street
- Old Marshal's Office on Black Bridge Loop Road
- Chamber of Commerce
- Butler Park
- Black Bridge Park – a well exists on this property; however, we have not verified if it is registered

Portions of the following Camp Verde documents are attached that address the issue of Water Conservation.

- **General Plan – Chapter 11 - Water Resources**
- **Planning & Zoning Ordinance:**
 - **Subdivision Regulations** state under section VI Design Standards (A) 3. In all subdivisions, it is urged that due regard be demonstrated for all natural features such as trees, watercourses, historical and archeological sites and similar community assets which, if preserved, will add attractiveness and value to the property and community.
 - **Golf Course Development Standards**

Comments from Rick Feldman - Chief Building Official

- ADEQ allows for gray water irrigation, but we do not require it.
- The International Energy Code has requirements and so does the Plumbing Code which limits flow rates on plumbing fixtures to conserve water. The council may want to add amendment to the code when asking for adoption of the new 2006 Codes.
- The County added an amendment to require houses to have plumbing for a gray water system. It might add a cost to the house, but it can be done.

Review of Practices of Surrounding Communities on Conservation Measures

CITY OR TOWN	OWN WATER COMPANY	WATER CONSERVATION PROGRAM	NOTES
Cottonwood	Yes	Yes	Demand Reduction Strategy
Clarkdale	Yes	Yes	Demand Reduction Strategy
Jerome	Yes	No	Low water usage during certain dry periods.
Sedona	Yes	Yes	Ordinances regarding Landscaping and Tree, Native Plants-ongoing Public Education
Prescott	Yes	Yes	Incentive Program – public education
Dewey-Humboldt	No	No	Has Committee that puts conservation ideas in their quarterly newsletter.
Fountain Hills	No	Yes	Low Water Landscaping Ordinance-Subdivision Regulations
Bullhead City	No	Yes	Has contract with Bureau of Reclamation requiring City to Prepare a Water Conservation Plan. Agreement with Mohave County Water Authority
Queen Creek	No	No	In process of purchasing the Water Company in January 2008
Apache Junction	No	Water Utility Community Facilities District	Council sits on the board, the Manager is the Community Facilities District Manager
Litchfield Park	No	Yes	Ordinance regarding pools and shutoff valves

The Communities of Prescott Valley, Chino Valley, and City of Prescott, and Yavapai County are working to promote regional water conservation. Yavapai County has a Water Conservation Opinion Survey on the County Website.

SUGGESTIONS FOR WATER CONSERVATION PROGRAM

- Educate the public and have hand-outs available.
- Include water conservation ideas in our Town Page.
- Partner with the School District to educate the children regarding water use.
- Provide incentives to builders, contractors, and developers to increase the number of low water use and native plants used in landscaping.
- Adopt Ordinances requiring water-conservation irrigation in landscaping.
- Work with Yavapai County to promote regional water conservation.
- Build Water Portfolio.
- Continue working toward purchasing the Camp Verde Water System.
- Continue working toward purchasing the Camp Verde Sanitary District.

CHAPTER 11
WATER RESOURCES

VISION STATEMENT

Camp Verde will be a community that places a high value on a safe and adequate water supply for future growth and natural environment while protecting the water quality and needs of the existing community. Water conservation will be encouraged.

STATE REQUIREMENTS

The Water Resources Element of the Town of Camp Verde's General Plan is mandated by Arizona Revised Statutes, which stipulates that communities larger than 2,500 inhabitants include a Water Resources Element.

According to Arizona Statutes, the Water Resources Element will address:

- a. The known legally and physically available surface water, groundwater and effluent supplies.
- b. The demand for water that will result from future growth projected in the general plan, added to existing uses.
- c. An analysis of how the demand for water that will result from future growth projected in the general plan will be served by the water supplies identified in subdivision (a) of this paragraph or a plan to obtain additional necessary water supplies.

Camp Verde and Yavapai-Apache Nation Water Use Projections*

	Year 2001	Year 2010**	Year 2020**
Population Projection	9,814	13,463	16,836
Total Water Demand (acre-ft/yr)	19,796	20,252	20,663
Total Potable Water Demand (includes private wells)	1,228	1,684	2,095
GPCD	112	112	111
Other Uses (Agriculture, industrial, golf courses, reservoirs)	18,568	18,568	18,568

*Information provided by the Yavapai County Water Advisory Committee and the U.S. Bureau of Reclamation, Water Use Projections, Verde Valley Arizona April 2003.

** Population estimates in this chart are greater than those projected by Town staff in the other elements of the General Plan because this figure includes population projects for the Yavapai-Apache Nation and the area of service for the Camp Verde Water Company which includes areas outside of the Town's boundaries.

A. GOAL: PRESERVE AND ENHANCE THE TOWN'S UNIQUE WATER RESOURCES: IRRIGATION DITCHES, THE VERDE RIVER, CREEKS, IRRIGATED LANDS AND RIPARIAN AREAS.

Implementation Strategies:

- A. 1. Develop a water portfolio for the Town.
- A. 2. Require new residential subdivisions and commercial developments to provide centralized water service, whenever feasible.
- A. 3. Acquire the existing water companies when financially feasible.
- A. 4. Inform the local ditch companies of all development projects to enable them to review impact on the ditch system.

CHAPTER 11
WATER RESOURCES

B. GOAL: MAINTAIN A HIGH LEVEL OF WATER QUALITY.

Implementation Strategies:

- B. 1. Direct high-density development to areas where water and sewer utilities exist, are planned, or can be established.
- B. 2. Coordinate with ADEQ and various ditch companies to create a drainage system to regulate water runoff to the ditches and river.

C. GOAL: ENCOURAGE AND PROMOTE WATER CONSERVATION AND THE REUSE OF WATER.

Implementation Strategies:

- C. 1. Partner with private water companies, community organizations, businesses, schools, service groups, volunteers and citizens in conservation educational efforts.
- C. 2. Plan and implement Town-sponsored educational programs and events promoting water conservation.
- C. 3. Provide incentives to increase the number of low water use and native plants used in landscaping on properties that do not have access to irrigation.
- C. 4. Promote the use of water-conservation irrigation in landscaping.
- C. 5. Ensure low-flow plumbing standards are required for new development.
- C. 6. Acquire the Camp Verde Sanitary District when financially feasible.
- C. 7. Research and implement programs to increase use or recharge of reclaimed water.
- C. 8. Provide incentives to encourage the use of reclaimed water, especially on open spaces and parks and identify potential reclaimed water users.
- C. 9. Encourage the private use of gray water.

D. GOAL: PARTICIPATE IN REGIONAL COOPERATION FOR WATER MANAGEMENT ISSUES INCLUDING PUBLIC AND PRIVATE WATER PROVIDERS AND USERS.

Implementation Strategies:

- D. 1. Participate in regional water management studies.
- D. 2. Participate in regional water users organizations.
- D. 3. Work with neighboring legislative bodies, private water providers and well owners in water management studies and to promote the Verde Valley's water needs.

EXISTING CONDITIONS AND IMPLEMENTATION CHALLENGES

Camp Verde currently does not own any water source. Privately owned water companies, individual wells, private ditch companies, and the Camp Verde Sanitary District serve the planning area. The Town has partnered with other communities in the Verde River Watershed to form the Yavapai County Water Advisory Committee (WAC) and with central and northern Arizona communities to form the Northern Arizona Municipal Water Users Association (NAMWUA). To date, the WAC has completed or is currently conducting 14 different scientific studies of the Verde River Watershed.

CHAPTER 11 WATER RESOURCES

Three private water companies provide service within the area of influence: The Camp Verde Water System, the Verde Lakes Water Corporation and the Lake Verde Water Company.

The Camp Verde Water System provides service to 960 residential and commercial users. Currently the water system has a total of 12 wells, of those, three are in operation.

The Verde Lakes Water Corporation provides water to the residents of the Verde Lakes Estates Subdivision. Approximately 730 customers receive water from the Verde Lakes Water Corporation. The water corporation has four wells.

The Lake Verde Water Company has two wells that serve the Lake Verde Club Estates Subdivision, located within the Town's area of influence but outside of the actual Town boundary. Information from the Lake Verde Water Company was unobtainable.

The area receiving service from the water companies is considerably smaller than their certificated areas of service. Private wells provide water for areas outside of the water companies' service areas.

There are seven ditch companies that provide domestic and agricultural irrigation service in the Town. The ditch companies are informally organized among their members and are volunteer organizations. In general, the individuals or organizations that receive water from these ditch companies hold senior rights to the use of water from the Verde River and its tributaries. These surface water rights represent a significant portion of the water rights in Camp Verde and the Town could negotiate with willing water right owners and the ditch companies to use unused allocated water to meet municipal and industrial demand in the future. The four major ditches are: the Diamond S Ditch, the OK Ditch, the Eureka Ditch and the Verde Ditch.

The Diamond S Ditch is approximately 4.9 miles long and serves 635 acres south of downtown Camp Verde.

The OK Ditch is approximately 5.5 miles long and serves 600 acres. The OK Ditch is located in the north part of Town.

The Eureka Ditch extends for 7.6 miles and serves approximately 440 acres. The Eureka Ditch runs parallel and north of the Verde River.

The Verde Ditch Company oversees the operation of the largest ditch. The Verde Ditch is 17 miles long and serves approximately 1,489 acres.

Smaller ditches provide irrigation water for specific subdivisions. They are the Bullard Ditch, Pioneer Ditch and the Wingfield Ditch.

The Camp Verde Sanitary District, a Title 48 special taxing district, serves the area from White Bridge to Black Bridge, east of Oasis Road to the Verde River on the south and including the Cliff's development, then west and northwest on Finnie Flat Road to Dickison Circle, as annexed in 1993. The District currently serves 435 users. Upon completion of the 2001 Camp Verde Sanitary District Plant and Collection Line Project, the system will serve 891 users. The District will operate under an Aquifer Protection Permit that meets or exceeds Best Available Demonstrated Control Technology (BADCT) standards.

CHAPTER 11

WATER RESOURCES

Upon completion of the 2001 CVSD project, the treated effluent will meet reuse standards and treated bio-solids may be a commodity available to be used as a soil amendment or fertilizer for non-edible crops. When completed, the facility will be able to treat 1.3 million gallons per day. The wastewater treatment plant is located on 166 acres of Forest Service land on the north side of Highway 260 across from Forest Service property commonly referred to as the "Old Airport Site." The District is acquiring the plant-site from the USFS.

Other Considerations

At the writing of this document, Arizona is in the midst of the worst drought in over 100 years. Arizona is heading into its fifth consecutive dry winter and the seventh in eight years. In May 2002, then Governor Jane D. Hull, requested that the U.S. Agriculture Department declare all of Arizona a drought disaster area. That declaration allowed farmers and ranchers to seek relief from ruined crops and a weakened livestock market by applying for low-interest emergency loans.

Current Governor Janet Napolitano has commissioned a Governor's Drought Task Force. That task force has released the Arizona Drought Preparedness Plan draft. The plan acknowledges that the growing communities in rural Arizona have the greatest need for drought and water management planning. Under a drought emergency, the Governor may be able to impose restrictions on water use. The draft plan currently specifies that providers of potable water will be required to develop a drought mitigation plan. Under these conditions, it will be crucial for developers to prove a 100-year water supply as Camp Verde continues to grow.

The Yavapai-Apache Nation, with lands located within and adjacent to the Camp Verde corporate limits, has potential to impact area water resources. The tribe has an unspecified volume of federal reserve water rights, the ability to access groundwater supplies and a 1,500 acre-foot allocation of Central Arizona Project (CAP) water. It is uncertain how the Nation will acquire wet supplies of water to meet its needs under these rights and allocation and how that could eventually impact water resources available to the Town.

In addition, wells in the Verde Valley that are located in the Holocene alluvium, could be subjected to the Gila River Adjudication, a legal battle being fought at the Arizona Supreme Court level to determine who has the right to the water from those wells. The Verde Valley Water Users Association (VWUA) is sponsoring a well monitoring program to assist well owners in determining if their water draws from the Verde River and its sub-flow or from groundwater. If the Town participates in the well monitoring program, a map could be produced indicating where the wells are that draw from the Verde River. This map could then be used to help determine water sources for future development.

As competitive users vie for this limited and most precious resource, it will be vital for all of the Verde Valley communities to work together to assure an adequate and safe water supply for future generations. A number of studies are currently being conducted to determine the extent of the Verde Valley water supply and effect of a population increase on that supply.

CHAPTER 11
WATER RESOURCES

1. The Commission shall insure that appropriate provisions are made for the harmonious development of the Town by requiring:
 - A. The coordination of streets within subdivisions with existing or planned streets, roadways, highways and with the adopted general plan of the Town.
 - B. A regulation of population density and traffic volume which will create conditions favorable to public health, safety, and convenience.
 - C. Conforming with these regulations and the Town engineering standards and specifications or details.
 - D. Adequate spaces for public use (such as for parks, schools, recreational areas, etc.).
2. Adequate primary, secondary and emergency access, if necessary, shall be provided from an existing dedicated public road to land being subdivided. Approval of such access shall be a condition of the plat by the Commission and Council.
3. In all subdivisions, it is urged that due regard be demonstrated for all natural features such as trees, watercourses, historical and archeological sites and similar community assets which, if preserved, will add attractiveness and value to the property and community.
4. Portions of any contiguous property within the ownership of the subdivider shall not be excluded from within the boundaries of a subdivision when needed or required for any traffic, drainage, or flood control facility pertinent to said subdivision.
5. The design of those elements of a subdivision involving structural matters, and design and building of roads, drainage provisions, water supply and sewage disposal shall be made by an engineer registered in the State of Arizona and qualified to specify the standards for such design.
6. A set of standards may be recommended by the Commission and approved by the Council on each item as described herein. These standards shall be separate from this Ordinance, and shall be developed by the Town Engineer, Flood Control District Administrator, Planning and Zoning Director in consultation with the Planning and Zoning Commission. These standards may be revised in response to changing circumstances or requirements or technological improvements justifying such changes.
7. It is the responsibility of the developer to comply with these regulations. At any time in the processing of the subdivision plat or construction of improvements associated with the approved subdivision plat or construction drawings that non-compliance with these regulations or

Q. GOLF COURSE DEVELOPMENT STANDARDS

1. Purpose:

To ensure that every golf course be developed and managed with consideration for the unique conditions of the ecosystem of which it is a part and specifically to ensure that no depletions to the aquifer occur from the irrigation of golf courses and to encourage the use or reuse of effluent.

2. General Requirements:

The following requirements shall apply to the development and processing of golf courses in conjunction with a Planned Area Development proposal or any other golf course development:

- a.** Applicant will be required to submit plans that demonstrate that the proposed project meets the standards set by the Arizona Department of Water Resource for golf courses in the Active Management Areas including limiting water usage to no more than 5 irrigated acres per hole times the turf water allotment presented in the water allotment table (Section 5).
- b.** Applicant to obtain a report of physical availability of water from the Arizona Department of Water Resources demonstrating an adequate water supply for the entire development including the golf course prior to recording the Final Plat/Final Site Plan and prior to construction of the golf course.
- c.** Applicant to demonstrate that the proposed development will be of an appropriate size and scale and reasonable or appropriate for a given area to generate sufficient effluent or re-use water to meet the entire irrigation needs of the golf course or demonstrate that an alternative supply of effluent or other renewable source of water will be available.

d. Applicant will be required to submit a water balance study to demonstrate that sufficient water supply other than groundwater will be available for use on the golf course. The format and standard assumptions and criteria will be used as a guide to complete the water balance study. These format and standard assumptions and criteria are attached in Section 5.

e. Applicant will be required to conduct a monitoring program as it pertains to surface water and groundwater quality and quantity. The monitoring program will be developed in concert with the appropriate approval authorities.

f. Applicant will be required to conduct monitoring program as it pertains to the performance of the wastewater treatment plant including effluent discharge quality and quantity for review and approval by the Planning and Building staff or other appropriate agencies.

3. Design and Construction Standards:

Applicant will be required to submit plans demonstrating that the golf course is designed, constructed and maintained in accordance with environmental practices as set out in Environmental Principles for Golf Courses in the United States and which meet the following conditions:

a. Emphasis shall be placed upon the design of irrigation, drainage and retention systems that provide for the efficient use of water. Drainage and storm water retention systems should be incorporated to help provide for both the short and long-term irrigation needs of the maintained turf and the un-maintained areas of the course. Storm water retention systems may require an appropriate surface water right from the Arizona Department of Water Resources.

b. The course shall be designed with strategies that are environmentally responsible, efficient and cost effective sustainable maintenance in mind. The design shall incorporate resource conservation.

4. Construction Documents:

Conceptual grading, drainage, irrigation, clearing and landscaping plans will be required as part of the Final Site Plan application and in conjunction with a development plan. Plans must have sufficient detail to demonstrate that the design, construction and maintenance will incorporate environmental principles and meet the intent of the water use standards for golf courses specified in this document.

5. Water Balance Study

The applicant shall conduct a water balance study to demonstrate that the development has a sufficient supply of water other than groundwater to meet the water requirements of the golf course. The water balance demonstration criteria are listed in section 5.a. through 5.f.

a. Water Allotments:

5 irrigated acres per hole is the maximum acreage allotment, except when considering a previous water right allotment for surface water rights. The allotments presented in the table are for purposes of calculating the water balance for the facility and assume a 75% efficient irrigation system. If the applicant cannot meet the water requirements of a typical golf course with effluent, consideration may be given for a demonstration of reduced water use (for example, reducing the area irrigated).

Water Allotments for Turf Facilities

Type of Use	Water Allotment - Facilities at 4,000 to 5,500 feet above MSL (ac-ft/acre)	Water Allotment - Facilities at 3,000 and up to 4,000 feet above MSL (ac-ft/acre)
Turf	4.9	5.2

New Turf (1 st year)	5.9	6.2
Artificial Lakes	5.5	5.8
Low Water Use Landscaping	1.5	1.5

b. Leaching Requirement:

Turf may require the occasional leaching of salts from the root zone. Although treated effluent may not be as efficient as groundwater, even low quality water can be appropriately used for leaching. If the applicant believes that a leaching allotment is necessary, the applicant will have to demonstrate that a sufficient amount of renewable water supply. The standard equation utilizing electrical conductivity of the water shall be used to compute the leaching requirement.

Additional

Leaching

$$\text{Allotment} = (1/(1-(EC_w/(5EC_e-EC_w))))-1)*CU/75$$

Where: EC_w = Electrical Conductivity of the water used

EC_e = Tolerance of the crop to soil salinity in electrical conductivity of the

soil saturation extract (millimhos per centimeter)

CU = Consumptive use of the crop

c. Effective Precipitation:

Precipitation that is effective in offsetting the irrigation water demands is included in the water allotments in the table above. Consideration will be given if the applicant can demonstrate an additional amount of precipitation will be effective in offsetting irrigation demands.

d. Additional Precipitation Allowance:

If the applicant plans to capture additional runoff or off-site precipitation for use on the golf course, the applicant shall demonstrate adequate storage capacity, probability and volume of the captured water, and legal right to conduct the capture activity.

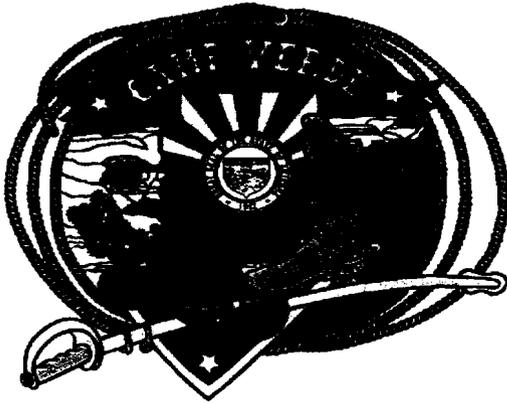
e. Effluent Production:

The standard water requirements of a new housing development shall be computed according to the standard water use rates specified in the Prescott AMA Third Management Plan. Only the interior water use requirements (interior gallons per capita-day) will be considered to be a contribution to the effluent re-use system. Outside water use will be considered lost and non-recoverable. An average value of 2.5 persons per household will be the standard housing unit occupancy level. Consideration will be given if the applicant has good evidence that the development water use and effluent capture rates are different from the values presented.

Type of Residential Unit	Interior Gallons per Capita-day	Average Persons per Housing Unit	Exterior Use (Gallons per Housing Unit per Day)	Total Water Use per Housing Unit (Gallons per Day)
Single Family Homes	57	2.5	75	217.5
Town Homes	57	2.5	58	200.5

f. Seasonal fluctuations:

Typical golf course water requirements have a peak water use period during the hot-dry part of the summer that is much greater than the average annual water use. However, effluent production does not typically match this high peak. The applicant must demonstrate that available effluent is sufficient to meet the summer peak water use requirements of the golf course (approximately 1 acre-foot/acre during the one month period from June 15-July 15, or 3 acre-feet/day for a 90 acre golf course).



From the desk of
Rick Feldmann
Chief Building Official
Town of Camp Verde

MEMO

Date: December 20, 2007

To: Nancy Buckel

Re: Water Conservation Measures

Nancy, I am inserting various conservation measures that other town's have taken to save on water usage. There are some good ideas here and if I receive any more I'll forward them.

Yavapai County:

"We are working on and will be adopting The 2006 International Energy Conversation Code, which has a small amount dealing with water. We also addressed Gray Water systems and recirculation systems as part of our 2006 International Code adoption."

Prescott Valley:

"

- 1) Incentive based pricing for water. The Town operates two separate water systems that both employ inverted tiered rates. The first tier of water is reasonably priced and includes a quantity that is sufficient for most families. Tiers of water above this quantity are priced progressively higher.
- 2) Water conservation messaging – through pamphlets, web pages, attendance at events, public access TV etc.

- 3) Regional water conservation planning – the Central Yavapai Water Conservation Partnership works to deliver a regional message about water conservation. Other organizations funded by the Town that develop regional and County-wide conservation programs include the Yavapai County Water Advisory Committee and the Upper Verde River Watershed Protection Coalition.
- 4) Town parks and green space. The Town provides adequate green space at parks and civic centers so that residents don't feel compelled to develop their own lawns at home. The majority of Town residential properties are lawn-free.
- 5) Rinse-Smart Program. Nearly all pre-rinse spray valves in Town eateries (restaurants, cafeterias, nursing homes, etc.) have been replaced with a low-flow, high-pressure pre-rinse spray valves (37 valves installed, 10 more remaining). Estimated savings = 40,000 gallons per year per valve plus energy savings related to heating water.
- 6) Two pilot programs will be implemented this year to test new water conservation technology
 - a. A waterless urinal conversion program. Rather than remove existing urinal fixtures and replace them with waterless urinal fixtures, this program will test new technology that allows the conversion of existing fixtures to waterless. Estimated savings = 40,000 gallons per fixture per year.
 - b. An ET-based irrigation controller program. ET-based irrigation controllers use current weather information from nearby weather stations to compute the actual irrigation requirements of the turf and landscaping. Estimated savings = 30-50%
- 7) Another incentive-based pricing program has recently been put into place. As you know, the Town is located in an Active Management Area so the access to water is strictly regulated. This means that new homes have to demonstrate an assured water supply with a source of water other than groundwater. The Town recently developed and marketed effluent credits (effluent that is recharged to the aquifer for credits that allow the Town to pump additional water from groundwater wells). This effluent sold at auction for \$24,650 per acre-foot. This means that new housing units will utilize this water, and since it is expensive water, the architects will be encouraged to introduce features that are very water conservative.”

Payson:

- Outlawed new lawns on new single family homes
- Outlawed outdoor swimming pools because of evaporation rates
- All new turf areas for sports fields are to be of artificial types that require no irrigation
- Commercial Projects must select landscaping from an approved low water use list
- Commercial urinals must be of the waterless type (new and existing)
- All public restrooms shall have metered lavatory faucets
- New residences must provide water recirculation devices if the furthest plumbing fixture is 40' or more from the water heater that serves it.

Water Smart Tips

Tip #1 Install a low-flow showerhead. They are easy to install and can save a family of four over 2,000 gallons a month.

Tip #2 Repairing a slow steady faucet leak which drips 100 drops per minute can save 350 gallons a month. Repair a streaming leak and save 2,000 to 2,700 gallons a month.

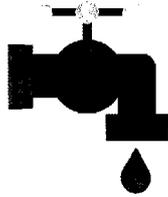
Tip #3 Investigate hidden leaks. Turn off all running water in the house. Include ice makers, water softeners, and evaporative coolers.

- Check water use by first reading your water meter.
- Do not use any water for 30 minutes.
- Take another reading of your water meter.
- If the reading is higher, you may have a hidden leak.
- Locate and repair the leak.

Tip #4 Brushing your teeth with the water off can save as much as 14 gallons of water. Consider a rechargeable battery powered toothbrush.

Tip #5 Keep your shower to under five minutes and save up to 1,000 gallons a month.

Tip #6 Make sure the toilet flapper is not stuck open after flushing. Replacing a worn out flapper can save up to 900 gallons a month.



IMPORTANT TELEPHONE NUMBERS

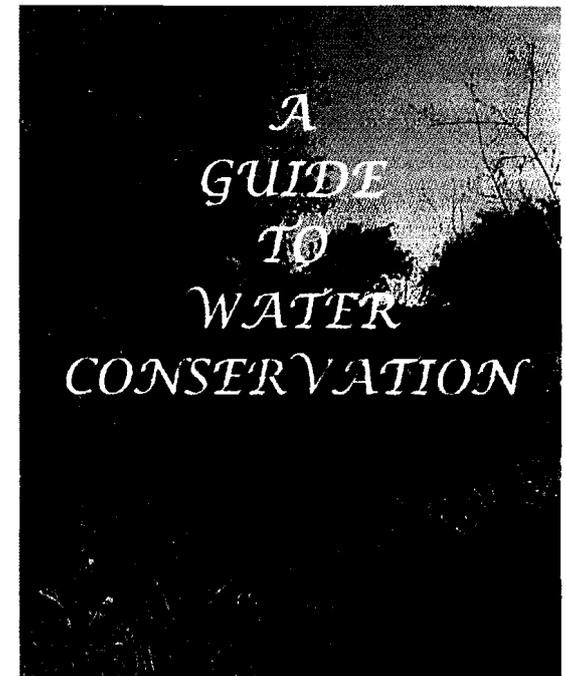
Camp Verde Water System.....567-5281
Verde Lakes Water Company.....567-4338
Camp Verde Public Works.....567-0534
Camp Verde Building Dept.....567-8514
Camp Verde Planning Dept.....567-8513



Town of Camp Verde



WATER SMART



PUBLIC WORKS
395 S. MAIN STREET
CAMP VERDE, AZ

Telephone: 928-567-0534
web: www.cvaz.org

Seven Landscape Principles

1. **Design for outdoor living:** Research and design your yard using efficient irrigation practices. Utilize native or drought resistant plants. Plan outdoor living space to use passive solar energy and to be low maintenance and "water smart".
2. **Amend the Soil:** Planting beds need organic compost to improve soil conditions. Prepare lawn areas before planting.
3. **Drought Tolerant Plants:** Research and select colorful, textured and low water use plants suited for your site specific conditions
4. **Practical Lawn Areas:** Less is more. Native grasses, groundcovers, wildflower meadows, and synthetic turf are drought tolerant options.
5. **Irrigate Efficiently:** Group like plants in hydro-zones. Install and maintain water systems. Re-set timers monthly. Grade yard to retain surface run-off and harvest rainwater whenever possible.
6. **Layer Mulch Around Plants:** Install 2" to 3" layer of mulch over a woven fabric weed barrier.
7. **Maintain the Landscape:** A well planned yard needs seasonal care. Prune, rake, fertilize, control weeds, mulch beds and audit water systems.

Water....
a resource to
Use wisely.



Water
Sustains
All living things.

Conservation

Respect and appreciation....
water is a finite resource.
Water conservation in practice is low
tech, and everyone can participate

Efficient use of water provides the
capacity to prevent urban
or wild land fires.

As a water purveyor, we must
effectively manage our water supply

Conservation protects the public's in-
terest, assuring political, social, and
economic sustainability during times of
water supply scarcity and regional
drought.

Historically, water has been afford-
able.

Wise use assures it will remain so.



TOWN OF CAMP VERDE
Council Agenda Action Form

Meeting Type: Regular

Meeting Date: 1-30-08

Consent: **Executive Session/Confidential:** Type(s) of Presentation: Visual

AGENDA TITLE: Discussion, Consideration and possible Direction to staff to proceed with the RFP process to purchase permitting software and equipment necessary to implement new program. This is to be funded through dedicated CIP funds.

PURPOSE AND BACKGROUND INFORMATION: Approval of this item will permit the Community Development Department to issue a RFP for permitting software and equipment to allow our department to operate more efficiently with existing staff and provide more timely service to our customers, as well as track the Town's growth in relationship to smart growth principles. This type of software is a powerful report-generating tool.

As presented last year to Council, our staff currently spends much of their time entering repetitive information in different reporting formats. Tracking projects are difficult as no shared database is available for staff to access. Many minutes a day are wasted while staff tries to respond to inquiries from customers on the status of their business whether it is a complaint, permit or project.

We have completed the analysis of the department's work activity with IK Consulting as directed by Council at budget time last year. We have also purchased the labeling program that allowed staff to create attractive, easy to read labels and folders for the filing system installed in our office last year. This was done to increase our storage and reduce the size of floor space used. We are now ready to move forward with the next step of acquiring permitting software which will allow us to expand its use in stages for our three divisions Planning, Zoning and Building. We would implement this software in the Building Division first.

This item will be brought back to Council for the final decision to make a financial decision in awarding the successful bid.

STAFF RECOMMENDATION(S): Approve

Type of Document Needing Approval (Check all that apply):

- | | | |
|---|---|--|
| <input type="checkbox"/> Acceptance/Approval | <input type="checkbox"/> Agreement/Contract | <input type="checkbox"/> Emergency Clause |
| <input type="checkbox"/> Final Plat | <input type="checkbox"/> Grant Submission | <input type="checkbox"/> Intergovernmental Agreement |
| <input type="checkbox"/> Liquor/Bingo Application | <input type="checkbox"/> Ordinance | <input type="checkbox"/> Preliminary Plat |
| <input type="checkbox"/> Public Hearing | <input type="checkbox"/> Resolution | <input type="checkbox"/> Special Consideration |
| <input type="checkbox"/> Special/Temp Use Permit | <input checked="" type="checkbox"/> Other: | <input type="checkbox"/> Presentation/Report Only |

Finance Director Review

Budgeted/Amount \$80,000

Comments:

Fund: 03-50-00

Line Item/:6095

**TOWN OF CAMP VERDE
Council Agenda Action Form**

Meeting Type: Regular

Meeting Date: February 6, 2008

Consent: **Executive Session/Confidential:** Type(s) of Presentation: Verbal Only

AGENDA TITLE: Discussion, Consideration and possible prioritization of the Town needs for Federal Fiscal Year 2009 and direction to staff concerning submitting a list to Congressman Renzi's office. Previous interests or projects include: 1) Small Business; 2) USDA Rural Development; or 3) Homeland Security. (Staff Resource: Michael K. Scannell)

PURPOSE AND BACKGROUND INFORMATION: The Town has received a request from Congressman Renzi asking about the Council's thoughts/formal requests for funding appropriations to the Town in the '09 Federal Fiscal Year.

STAFF RECOMMENDATION(S): Consider providing a prioritized list of the Town's needs for Fiscal Year 2009 for submittal by staff to Congressman Renzi.

LIST ALL ATTACHMENTS: January 4, 2008 e-mail from Don Packard, Military and Veterans Affairs Director for Congressman Renzi.

Type of Document Needing Approval (Check all that apply):

- | | | |
|---|---|--|
| <input type="checkbox"/> Acceptance/Approval | <input type="checkbox"/> Agreement/Contract | <input type="checkbox"/> Emergency Clause |
| <input type="checkbox"/> Final Plat | <input type="checkbox"/> Grant Submission | <input type="checkbox"/> Intergovernmental Agreement |
| <input type="checkbox"/> Liquor/Bingo Application | <input type="checkbox"/> Ordinance | <input type="checkbox"/> Preliminary Plat |
| <input type="checkbox"/> Public Hearing | <input type="checkbox"/> Resolution | <input type="checkbox"/> Special Consideration |
| <input type="checkbox"/> Special/Temp Use Permit | <input type="checkbox"/> Other: | <input checked="" type="checkbox"/> Presentation/Report Only |

Finance Director Review

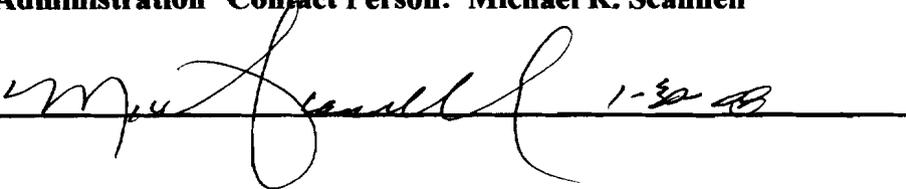
Budgeted/Amount N/A \$0

Comments:

Fund:

Line Item/:

Submitting Department: Administration Contact Person: Michael K. Scannell

Town Manager/Designee:  1-30-08

Please Note: You are responsible for checking out, setting up, and returning all special equipment to the Clerk's Office.

Mike Scannell

From: Packard, Don [Don.Packard@mail.house.gov]
Sent: Friday, January 04, 2008 10:24 AM
To: mscannell@cvaz.org
Cc: cjbrown@campverde-az.gov
Subject: Federal FY 2009 Appropriations Request

<<appropriations form fy 09.doc>>

Attached is the appropriations request form for FY 09. It is a cut and paste of information the House Appropriations Committee requested last year. We are asking for the submissions in the attached Word doc so we can cut and paste the responses into the online submission form. Some areas that have had success in the past are:

Financial Services: Small business projects are funded here. Possibly a business development project could be funded, such as a business incubator or technology park. Local governments may have ideas.

Agriculture: Each year, we request funding for USDA Rural Development. What may get funded are agriculture research projects, water management projects, and land / animal management projects.

Homeland Security: FEMA funding is approved at times for disaster mitigation in these areas--- 1) wildfire mitigation, 2) emergency alert and notification systems, and 3) risk identification, planning, and communication activities.

Please respond by February 15th. Thanks for your input.

Don Packard

Military & Veterans Affairs Director

Congressman Rick Renzi (AZ, CD-1)

102 N. Cortez, Prescott, AZ

O 928-708-9120 fx 928-708-9121

1/16/2008

**TOWN OF CAMP VERDE
Council Agenda Action Form**

Meeting Type: Regular

Meeting Date: February 6, 2008

Submitting Department: Manager

Contact Person: Michael Scannell

Consent: **Regular:** **Requesting Action:** **Report Only:**

Type of Document Needing Approval (Check all that apply):

- | | | |
|---|---|--|
| <input checked="" type="checkbox"/> Acceptance/Approval | <input type="checkbox"/> Agreement/Contract | <input type="checkbox"/> Emergency Clause |
| <input type="checkbox"/> Final Plat | <input type="checkbox"/> Grant Submission | <input type="checkbox"/> Intergovernmental Agreement |
| <input type="checkbox"/> Liquor/Bingo Application | <input type="checkbox"/> Ordinance | <input type="checkbox"/> Preliminary Plat |
| <input type="checkbox"/> Public Hearing | <input type="checkbox"/> Resolution | <input type="checkbox"/> Special Consideration |
| <input type="checkbox"/> Special/Temp Use Permit | <input type="checkbox"/> Other: | |

Agenda Text (Be Exact): Discussion, consideration, and possible approval of the Non-profit Funding Program Policies & Procedures.

Staff Recommendation: Council should discuss the proposed funding guidelines and related forms and direct staff on how Council wishes to proceed with regard to funding requests.

Budgeted/Amount N/A \$ _____

Purpose of Item and Background Information: Council directed staff to prepare a 'Donations Policy'. Staff has researched this matter extensively and has come up with the enclosed material for your consideration. Council should discuss the matter with the Town Attorney to ensure that all legal matters are thoroughly addressed. One constant that every community had with regard to public purpose donations was that donations were made to non-profit organizations only. Because we often have requests from various organizations that may not be a legally recognized non-profit, staff suggests that these matters have a maximum limit of \$500 and that it be budgeted in the appropriate department. For example, K-9 fund raisers budgeted in the Marshal's budget; library fund raisers in the Library budget; children's activities in the Parks budget, etc. However, these requests must follow the same procedures as non-profit requests.

List All Attachments as Follows: Guidelines for Non-Profit Funding; Non-Profit Funding Program Ranking Sheets; Non-Profit Funding Program Policies & Procedures; and Application for Funding.

Type(s) of Presentation: Verbal Only

Name: _____ **Title:** _____

Town Manager/Designee: _____



Town of Camp Verde Non-Profit Funding Program Policies & Procedures

Background

As part of the annual fiscal budget process, the Town of Camp Verde sets aside monies to be used to fund non-profit agencies and those organizations whose programs provide a contribution to the Town and its citizens. The Town's fiscal year begins July 1 and ends June 30.

All non-profit organizations seeking financial assistance are handled through this process. The amount that the Town will contribute is determined through the annual budget process.

General Information

1. Applications are accepted from non-profit and organizations until 4:00 p.m. on August 1 of each year for consideration of funding for the fiscal year beginning in July.
2. A complete application package must be submitted for each funding request.
3. The Town has no obligation to seek out qualified organizations for funding.
4. Failure to submit a completed application package in the requested format or by the due date may disqualify the program or agency from further consideration until the following fiscal year.
5. A new application must be submitted each year. It is the responsibility of each organization to contact the Town for an application.
6. There are no exceptions to this policy.

Application Package

1. A complete package shall consist of one (1) signed original of the following information:
 - a. Completed Application Form
 - b. Summary of Proposal
 - c. Copy of IRS determination letter recognizing the tax exempt status of the applicant as an organization qualified under Section 501(c)(3) of the Internal Revenue Code of 1986, as amended (the "Code") or other subsections of Code Section 501(c).
 - d. Brief statement (no more than 2 pages) that contains the history of the organization, description of current services, information on current staff, location, services provided, and future goals.
2. Applications are due no later than **4:00 p.m. on August 1** at the following address:
Town Manager
473 S. Main, Ste. 102
Camp Verde, AZ 86322
3. Incomplete or late applications will be returned to the submitting organization(s). The Town is not responsible for applications arriving or received past the deadline.

Application Guidelines

1. Organizations seeking funds must be a non-profit agency and provide services that are essential or enriching to the health, economic, or well being to the citizens of Camp Verde.
2. Agencies or organizations must abide by all aspects of the non-profit grant agreements entered into with the Town of Camp Verde. The agreements must be signed by all agencies receiving Town funding to ensure the proper allocation and expenditure of public funds.
3. Each funding request is reviewed on its own merits, rated against other requests, and rated against other eligible funding uses before receiving the recommendation of the Funding Committee. The final commitment of all Town funding is subject to the final approval of the Council.
4. Annual funding requests are limited to: \$_____ and determined by the Town's budgeting process.
5. Small grant awards from the _____ Department budget for agencies/organizations not subject to the 501(c)(3) requirements are limited to **\$500.00 annually** and must provide either a direct benefit to either a specific Town department or serve underprivileged youth.

Other Information

After reviewing each application package, organizations will be contacted regarding the status of their request for funding.

A Service Agreement will be completed for each recipient of funding for the fiscal year. The agreements must be signed and returned to the Town before any Town funds will be released.

Additional information may be requested as required from individual applicants.

**Town of Camp Verde
Not-for-Profit Funding Request
Schedule of Key Dates**

Task	Responsible Party	Date
Proposals Due	Applicant	August 1 – 4:00 p.m.
Application Review	Town Staff	August 30
Committee Meeting	Town Staff/Council	September 1
Committee Recommendations	Town Staff	September 15
Council Award *	Town Council	October 1
Cash Award Disbursed	Manager/Finance Director	October 25
Reports Due	Recipient	As Defined in Agreement

* Note: Contingent upon Budget approval and adoption.



Town of Camp Verde Guidelines for Non-Profit Funding

The Camp Verde Council developed a Non-Profit Funding Program to support non-profit entities that benefit the Town of Camp Verde and its citizens. In addition, a small amount of funding may be available in the Parks & Recreation budget to assist those organizations that provide a direct benefit for underprivileged youth and/or sports activities (i.e. the Jacob Teague Memorial Fund that provides local tournaments to benefit the Camp Verde Marshal's Office K-9 efforts and/or after school program(s) that benefit the low-income children.)

Organizations may submit an application for funding or use of facilities and/or equipment donations by 4p.m. on August 1 of each year. A committee of usually 3 to 5 people, consisting of at least one council member and one staff member, is formed to evaluate the applications and to make a recommendation to the Town Council. The Town Council has the final authority to make funding decisions.

Deadlines

The deadline to submit an application is 4p.m. on August 1. This date is to allow for the budgeting process. The deadline to expend funds or facilities/equipment use donations is June 30 of the following year. Funds not used by this date must be returned to the Town of Camp Verde. Funds expended in a manner other than represented in the application or required by the Town Council shall be returned to the Town of Camp Verde.

Awards

Awards, if budgeted, will be made following Council's adoption of the current fiscal year budget. This usually takes place in July of every year.

Eligibility

501(c)3 non-profit organizations, government entities and other non-profit organizations classified as non-profit by the IRS are eligible to apply. Proof of non-profit status must be included with the application or the application will not be considered. Additionally, late, electronic and faxed applications will not be considered.

Organizations or foundations that provide direct services to the underprivileged or fund raising efforts for the direct benefit of the Town (i.e. K-9 unit, library, parks, etc.) may submit an application for consideration. These organizations must show a direct benefit for the Town and its citizens. Awards are limited to no more than \$500.00.

Use of Facilities and/or Use of Equipment Donations

Town facilities, equipment, surplus, or supplies – applicants interested in requesting the waiver of reimbursement fees for the use of Town facilities should first contact Town Hall and review the policies, rules and requirements of using a Town facility. If a request for waiver of reimbursement fees for the use of facilities is approved, the following requirements will apply:

- A standard Reimbursement Agreement must be signed.
- The refundable cleaning/damage and key deposits must be paid.
- Proof of liability insurance must be provided as outlined in the Reimbursement Agreement.
- Use is subject to facility availability.

Reporting Requirements For Funding

Applicants who receive funding must submit Performance Reports to the Town Manager. The required Report Forms are included in this packet. Reporting dates are defined in each agreement.

Ranking Criteria

Applications will be ranked according to the criteria contained in the Ranking Sheet which is included in this packet for your information.

Non-Profit Funding Program Ranking Sheets

Fiscal Year: _____

Applicant Name: _____

Date: _____

Project/Program Title: _____

Cash Award Ranking Sheet

	Criteria	Points Possible	Score
1.	Credibility of organization, philosophy, mission	15	
2.	Capacity of organization to perform project, qualifications, track record	20	
3.	Specific as to how funds will be used	10	
5.	Submitted timely reports from previous funding cycle	50	
6.	Financial statement included, completeness	10	
7.	Project budget include (if applicable), specific, thorough, accurate	10	
8.	Overall completeness of application, concise, clear and specific	5	
9.	Clearly identified benefit to the community and benefit to Camp Verde citizens, number of citizens served	30	
10.	Cost vs. benefit	15	
11.	Demonstrated need and how project or the organization will meet or meets the need, benefit to underserved population, meeting need not being met by another organization	20	
12.	Defined how success will be measured and documented	15	

Total Score: _____ out of 200 possible points.

Facilities/Equipment Award Ranking Sheet

	Criteria	Points Possible	Score
1.	Credibility of organization, philosophy, mission	15	
2.	Qualification of organization, track record	15	
3.	Specific as to how in-kind will be used	10	
4.	Submitted timely report(s) from previous funding cycle	30	
5.	Overall completeness of application, concise, clear and specific	5	
6.	Clearly identified benefit to the community	15	
7.	Cost vs. benefit	10	

Total Score: _____ out of 100 possible points.

Comments/Recommendation:

Application for Funding

Fiscal Year: _____

Applicant Name: _____ Primary Contact: _____

Address: _____ City: _____ State: _____ Zip: _____

Telephone #: (____) _____ Fax #: (____) _____

Email Address: _____ Date Organization Founded: _____

Federal ID #: _____ State ID #: _____

 501(c)3 Other Non-Profit Government Agency Other: _____

Proof of non-profit status must be included with your application in order to be eligible for funding.

Project/Program Title: _____

Check all that apply:

Cash Donation, Amount Requested: \$_____ *Specific projects are preferred, however if you are requesting funding for general operating expenses, please complete the remainder of this application to the best of your ability. Your focus should be on how your organization benefits the community and Camp Verde citizens. Be as specific as possible.

Facilities/Equipment Donation

Please attach the following items to your application.

- Most recent financial statement showing income, expenses and funding sources.
- Proof of non-profit status.
- Program budget (if applicable).

You may also attach:

- Organization brochures
- Photos/charts
- Letters of support

Please give a brief summary of your request: _____

Please answer the following questions (attach additional sheets of paper if needed):

Section 1 - About the Organization

<p>1. Please describe the organization's purpose. This may include mission statement or philosophy.</p>
<p>2. Share your organizations experience, capacity and qualifications to successfully complete the project, program or event (if the request is not for a project, program or event, discuss the organizations experience and accomplishments).</p>
<p>3. Please identify any donated services that you currently receive, or have received in the past from the Town of Camp Verde (include dates).</p>
<p>4. Please provide statistics of current (or past) Camp Verde citizens served by your organization if applicable.</p>

Section 2 – Description and Benefit

<p>5. Describe your project, program or event. What are you requesting?</p>
<p>6. How will the Town of Camp Verde's funds or facilities/equipment contributions be used?</p>
<p>7. How the project, program or events benefit the community? How many Camp Verde residents will the project, program or event benefit?</p>
<p>8. How many Camp Verde citizens will benefit by the program, project or event?</p>

9. How do you know this project, program or event is needed? Please explain if there other entities providing the same or similar service available to Camp Verde residents and how your organization complements these services, or fills a gap in services.

Section 3 – Tracking and Evaluation

9. How you will track the number of Camp Verde citizens benefited by your organization, project, program and/or event?

10. How will you evaluate if you were successful? How will the success be measured?

11. If you have or are currently done/doing this project/program or event, describe results you have experienced and statistics (if applicable).

The information contained herein and attached to this application is true and correct to the best of my knowledge. I hereby acknowledge that any funding received from the Town of Camp Verde must be expended as I have represented in this application and according to any requirements set by the Town Council and according to the Program guidelines. I agree that if funds are not expended accordingly, in the opinion of the Town of Camp Verde, said funds will be returned to the Town of Camp Verde within ten (10) days from the date the Town of Camp Verde demands such.

Authorized Signature for the Applicant _____ Date _____
Name Printed or Typed: _____ Title: _____

Return this application to: _____ Deadline: 4:00 p.m., August 1

Town Manager (Program Contact)
Town of Camp Verde
473 S. Main, Ste. 102
Camp Verde, AZ 86322
(928) 567-6631 ext. 102

Electronic and facsimile submissions will not be considered.

For Town of Camp Verde Use Only

Date Application Received: _____ Proof of Non-Profit Status Attached? Yes No
Eligible for Funding? Yes No If "No", attach letter to applicant.
Committee Meeting Date: _____ Committee Members: _____
Committee Recommendation: _____

Council Meeting Date: _____ Council Decision: _____

Signature _____ Date _____ Title _____

Non-Profit Funding Program Report Form

Date stamp

Fiscal Year: _____

Recipients who have received funds must complete and submit this report to the Town Clerk by the dates indicated in the Agreement.

Organization: _____ Submitted by: _____

Telephone #: () _____ Email Address: _____ Date: _____

Project/Program Title: _____

Cash, Amount: \$ _____ Facilities/Equipment Describe: _____

Check one: 1st Report 2nd Report Final Report

Funds expended since start of project: \$ _____ Funds expended in this reporting period: \$ _____

Funds remaining: \$ _____ (Funds not used before June 30 must be returned to the Town of Camp Verde)

Number of Camp Verde residents served this reporting period: _____ Total to date: _____

Please explain how funds were expended and/or how the in-kind donation was used and activities that have occurred during this reporting period, or if this is the last report, for the entire grant cycle:

By signing below, I acknowledge that the information contained herein and attached to this report is true and correct to the best of my knowledge.

Authorized Signature for the Applicant

Date

Name Printed or Typed:

Title:

MEMO

Date: January 7, 2008
To: Mike Scannell, Town Manager
From: Nancy Buckel, Community Dev. Dir. *NB*
RE: Review and analysis of Smart Growth Scorecard Draft

The draft of the Smart Growth Scorecard contains 52 questions that are to be answered by communities to assess their growth in relationship to smart growth principles. At this time Arizona Department Of Commerce (ADOC) is encouraging all cities, towns and counties to review the scorecard in a work session with our Council, Commission and Planning Staff and see how we measure up to smart growth principles. They would like comments back by March 3, 2008 concerning the make up of the scorecard.

This scorecard will be implemented in January, 2009. Those Cities, Towns and Counties wishing to apply for state discretionary funding sources are encouraged to participate in this process because it will evaluate how well prepared they are for the pressures of growth. Participation in the Scorecard process will give those applying for state discretionary funding, priority over other applicants who do not participate in the scorecard process. It is indicated technical assistance will be available though ADOC. This is questionable since ADOC is having much of its funding cut in the up-coming budget.

Staff is concerned with the additional man hours required to work through this process. Since we have no grant person on board, our department will be responsible for applying and reporting on grants, as well as completing this scorecard. This scorecard would be a good planning tool but it carries a price we may not be able to meet.

Our planning staff is currently at two full time individuals plus the Director, and they are currently dealing with 22 open applications, supporting 3 Boards & Commissions, and Council with packets and reports. In addition, daily there are calls and requests that must be addressed and two full days are dedicated to meetings with developers, business representatives and citizens wanting

information on the application process, and discussion on proposed projects, and development within our community. Added to this, the Director is required to attend additional meetings with outside agencies dealing with other studies, reports and growth issues.

This scorecard process is estimated to take an additional 40 hours of staff time to gather data and prepare a report, not to mention the time spent at additional meetings. In addition, if the Council determines they want to officially participate in the process for grants, additional staff time must be dedicated to implementing, tracking and reporting on any awarded grant. This could take as much as 120 to 160 hours, depending on the size and complexity of the grant.